



HOFSTRA UNIVERSITY

Office of Academic Records and Registrar
207 Memorial Hall, 126 Hofstra University, Hempstead, NY 11549-1260

REPLACEMENT DIPLOMA ORDER FORM

NAME: _____

NAME (IF DIFFERENT WHEN ATTENDED): _____

STUDENT ID NUMBER: _____

DEGREE RECEIVED: _____

DATE DEGREE WAS GRANTED: _____

ADDRESS TO SEND DIPLOMA: _____

SIGNATURE: _____
Student's signature

FEE: \$35 (cash, check or money order, payable to Hofstra University)

SEND TO: Office of Academic Records and Registrar
207 Memorial Hall
126 Hofstra University
Hempstead, NY 11549-1260

NOTES: 1. Unless the ORIGINAL DIPLOMA is returned, the following statement will be printed on the replacement diploma:

THIS DOCUMENT ISSUED (date) AS A REPLACEMENT FOR THE ORIGINAL DIPLOMA

- 2. Once a student has graduated from Hofstra, a replacement diploma or certificate with a name other than the name shown on the original diploma or certificate will be ordered upon request only if the student can provide proper documentation that he/she was LEGALLY entitled to use the proposed name change on or before the date of graduation.
3. After the order is placed, replacement diplomas require approximately six to eight weeks for printing.
4. All arrears must be cleared before a diploma can be released.