



HOFSTRA  
UNIVERSITY™

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**REPLACEMENT DIPLOMA ORDER FORM**

**NAME:** \_\_\_\_\_

**NAME IF DIFFERENT WHEN ATTENDED:** \_\_\_\_\_

**STUDENT ID NUMBER:** \_\_\_\_\_

**DEGREE RECEIVED:** \_\_\_\_\_

**DATE DEGREE WAS GRANTED:** \_\_\_\_\_

**ADDRESS TO SEND DIPLOMA:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**FEE:** \$35.00 (Cash, check, or money order payable to Hofstra University)

**SEND TO:** Office of Academic Records  
Memorial Hall Room 207  
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 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. Replacement diplomas require approximately six to eight weeks for printing *after the order is placed*.
4. **All arrears must be cleared before a diploma can be released.**