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.