

Duplicate Diploma Request Form

Regulations Governing Duplicate Diplomas:

1. **Payment:** Duplicate diplomas are printed twice a year (**January and July**). The fee for a Duplicate Diploma is (effective 7/1/2020) \$50 (check or money order payable to Fordham University), which includes mail service, if requested. Orders take up to eight weeks to be processed. **Please complete this form and return it along with payment to the address below. ***Please note: If you have a financial obligation to the University, your duplicate diploma request CANNOT be honored.*** Additionally, the university will need to verify graduation award status prior to processing the check payment or duplicate diploma request.
2. **Mailing:** Diplomas are sent by way of the United States Postal Service (USPS). *No PO boxes. Additional fees may apply if the request is to mail the diploma to an international address. The Office of Academic Records does not recommend mailing a diploma overseas since, historically, diplomas do not reach their destination and are not traceable after they leave the U.S.*

[Additional Rules & Regulations are on Fordham.edu/academicrecords](http://Fordham.edu/academicrecords)

Duplicate Diploma Submission Information

Fordham University
Office of Academic Records
113 W. 60 Street
LL 215
New York, NY 10023
acadrecords@fordham.edu

Please print your name as it appeared on your transcript at the time of attendance: *(Note: the first and last name on your diploma must be identical to records on file with the Office of Academic Records)*

Name:

Fordham ID Number:

Date of Birth:

School:

Degree Awarded:

Date Awarded:

Honors:

Additional Information you wish to provide:

Duplicate diplomas can only be mailed; they are not available for in-person pickup.

Address to which the diploma should be sent (see note #2 above regarding acceptable addresses):

Street/Apt. #

Email

City, State Zip

Daytime Phone Number

Signature

Date

Office Use Only:

Reissued: YES NO Request Documented on Spreadsheet Check SOAHOLD for holds Comment on SPACMNT

Comments: