



# Duplicate Diploma Request

1. A payment for **\$100.00** by check or money order, made payable to FIT, must accompany this request.
2. **This request must be notarized in order to be processed.**
3. You are only allowed to request 1 (ONE) duplicate diploma per degree received.
4. No request will be processed unless all financial obligations to the college have been fulfilled.
5. The word **REPLACEMENT** will be printed on the bottom of the diploma.
6. Students that are overseas must contact the Registrar's Office prior to filling out this form.
7. Processing time is approximately 2-4 weeks but may be delayed during peak periods or if your record is archived (before 1982). You will receive an email notification when your diploma has been mailed.

Please print clearly. All items must be filled out. Use blue or black ink.

\_\_\_\_\_

Name under which you attended (your maiden name, etc.)

\_\_\_\_\_

FIT ID# \_\_\_\_\_ Date of Birth(MM/DD/YR) \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_

Major

Degree awarded:  AAS  BS  BFA  MA  MPA \_\_\_\_\_

(check one) \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Requested name on diploma: \_\_\_\_\_

(If this name is different than the name under which you attended, you must complete the Name Change Request found by visiting <http://www.fitnyc.edu/registrar/forms/index.php> prior to handing in this form.)

Check here if you completed an online Name Change Request.

Check one:

I would like my diploma mailed to the address listed above.

I would like my diploma mailed to this address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All diplomas are placed in an oversized envelope, 12.5" x 15"

I hereby authorize the Registrar's Office to release my diploma:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NOTARY