



## Reissue Duplicate Marymount Manhattan College Diploma Form

Student's Name: \_\_\_\_\_  
(First name) (MI) (Last name)

Name on Diploma (Legal name only)\* \_\_\_\_\_

(\*Note: Diploma will be issued with name that is currently on your MMC record. If your name has changed and you want the reissued diploma with the new name, please submit an "Official Change of Name" form and the required documentation)

Contact Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_

Degree Received:  Bachelor of Arts  Bachelor of Science  Bachelor of Fine Arts  Associate of Arts

Address where diploma is to be mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Reissue of Diploma:  Replacement  Damaged\*  Correction\* - If there is an error,

please indicate the error: \_\_\_\_\_

\*The Original Diploma must be returned to the CSS for Reissue Diploma due to damage or correction(i.e. spelling error or degree type)

 Check One Box Below:

- Reissued Diploma Fee: \$75. for each physical diploma) via regular USPS mail service (allow a minimum of 3 to 5 weeks of processing and delivery time
- Reissued Diploma Fee – Rush Delivery Service (approximately 1 week – at least 5 business days– excluding holidays for processing and delivery time within the U.S. – domestic mail): \$105.00
- Both Physical Diploma & CeDiploma (Digital version of diploma –For Alums prior to June 01, 2020): Additional \$60 fee for digital - \$135.00 ) – regular USPS mail service
- Both Physical Diploma and CeDiploma – Rush Delivery Service for physical diploma - \$165.00
- CeDiploma (Digital Diploma) Only for Alums prior to June 01, 2020 – \$ 75.00

### METHOD OF PAYMENT

Contact the Center for Student Services at 212-517-0500 for Payment Information

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_