



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)

Reissued Diploma Fee: (\$75. for each diploma)

(Any request received that does not have payment enclosed or credit card information listed, will be returned to the sender)

METHOD OF PAYMENT

[] Check (Enclosed, Payable to Marymount Manhattan College)

(Returned checks due to insufficient funds will result in a service charge of \$50.00.)

[] Credit/Debit Card (Visa, Mastercard, Discover) – Contact Center for Student Services at 212-517-0500.

Student Signature: _____ Date: _____

The requested diploma will be mailed approximately 60 days after receipt of the request.

Return To Form:

Center for Student Services
Marymount Manhattan College
221 E. 71 St.
New York, NY 10021