



## 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: (\$60. 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)

Name on Card: \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Total Amount Due : \_\_\_\_\_ x \$60 = \$ \_\_\_\_\_

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

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The requested diploma will be mailed approximately 45 – 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