

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 7/1/2023) \$75 (check or money order payable to Fordham University), which includes domestic 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. An additional charge of \$25 applies 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

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: