

Adelphi University
Office of the University Registrar
(516) 877-3300

Replacement Diploma Form

To obtain a replacement diploma, please complete the form and have it notarized. Return the form to Adelphi University, Office of the University Registrar, Garden City, NY 11530, with a \$25.00 check or money order made payable to the University.

If you have any outstanding financial obligations to the University, your diploma request will not be processed and your diploma will not be mailed.

Please be advised that we are unable to replace the exact diploma you received when you graduated. The diploma we will furnish you with will indicate the degree you received and school you were graduated from, but will be signed by the current officers of the Administration. It will also carry the notation "Replacement Diploma".

****Please note: Your name will appear on the diploma as it is in our system. If your name has changed since you last attended and you wish for your diploma and record to reflect your current name, you will need to provide the appropriate legal documentation.***

Name: _____

S.S. Number/I.D. Number: _____

Degree: _____

Date of Issue: _____

Address: _____

Phone Number: _____

Email: _____

***Replacement Diploma Request**

I am requesting that Adelphi University furnish me with a replacement diploma. I understand that this diploma will be signed by the present officers of the Administration.

Signature: _____

Date: _____

Notary Public: _____

Date: _____