

**LaGuardia Community College
Office of the Registrar
Diploma Reorder Form**

LOST DIPLOMA

There is a \$15 fee to reorder a diploma. Diplomas are ordered at the end of each session. You will be notified by mail as soon as your diploma is available to be picked up.

INSTRUCTIONS

1. Fill in all data requested.
2. Print name clearly for diploma (Note: your diploma will be ordered under the name shown on your LaGuardia Records.
3. Sign and date form.
4. Pay \$15 at the Bursar's Office in cash or money order.
5. Return to the Registrar's Office with receipt of payment and this form.

(Print Name) First Middle Last

Address _____
Street Apt. # City State Zip Code

Social Security Number: _____

Date of Graduation: _____ Major: _____

Degree Earned: A.A. _____ A.S. _____
(please check) A.A.S. _____ Certificate _____

Student's Signature _____ Date _____

For Registrar Use Only

Amount Paid \$ _____ (attach a copy of Bursar receipt) Date _____

Bursar Cleared: ___ Financial Aid Cleared: ___ Library Cleared: ___ Verified by: ___ Date _____

Diploma Ordered on: _____ Diploma received on: _____ Notification sent on: _____

Pick-Up Verification

Student's Signature