

**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.

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\_\_\_\_\_  
(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 \_\_\_\_\_

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**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