



CUNY SCHOOL OF LABOR AND URBAN STUDIES

THE CITY UNIVERSITY OF NEW YORK

25 West 43rd Street, 19th FL, New York, NY 10036-7406 | Phone 646 313-8300 | Fax (646) 313-8302 | Registrar@slu.cuny.edu

REQUEST FOR DUPLICATE DIPLOMA

Complete this application to receive a duplicate copy of the diploma. **The fee for each duplicate diploma is \$30 check or money order.** Applications are processed in approximately 4-8 weeks upon receipt of the request. Full name and EMPLID information completed on this application must match the student information on file when you attended the School of Labor and Urban Studies.

If you have a legal name change and want the diploma issued under the new name, then you must first submit the Personal Data Change application, which is available for download at www.slu.cuny.edu > Current Students > Registrar > Personal Information > Name, Birthdate, and SSN.

REQUIRED INFORMATION

Last Name: _____ First Name: _____ Middle: _____

EMPLID Number: _____ Phone Number: _____

Email address: _____

Degree (check all that apply) **Bachelor** **Certificate** **Master**

Dates of attendance from [Semester] _____ [Year] _____ TO

[Semester] _____ [Year] _____

Check Option

PICK-UP

You must provide *Photo ID* to retrieve diploma. We will contact you when the Diploma is ready to be picked-up.

USPS

The College is not responsible if the diploma is lost, stolen, or damaged in the mail. If you do not receive your diploma or arrives damaged, you will be responsible for ordering a replacement copy and pay the \$30 fee.

MAILING ADDRESS OF THE DUPLICATE DIPLOMA

Name/Attention: _____

Address: _____

City: _____ State: _____ Zip: _____



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Student's Signature

Drop-Off/Mail completed request to:
CUNY School of Labor and Urban Studies
Attn: Office of the Registrar
25 W 43rd Street, 19th FL
New York, NY 10036

OR

Date

E-mail
Registrar@slu.cuny.edu