

OFFICE OF THE REGISTRAR | DEGREE AUDIT UNIT
695 Park Avenue, Rm 217 North, New York, NY 10065 | degree.audit@hunter.cuny.edu

DUPLICATE DIPLOMA MAILER REQUEST

COMPLETE THE INSTRUCTIONS AS FOLLOWS AND SEND TO THE ADDRESS ABOVE.
Requests take 2 – 4 weeks to process (or 4 – 6 weeks if you graduated before 1981)

You MUST include the following attachments:

- **PROOF OF IDENTIFICATION:** Attach a copy of your photo ID (e.g. Driver's License/Non-driver State ID, Passport, Hunter College Student ID/OneCard, etc.)
- **DUPLICATE DIPLOMA FEE: \$30** per duplicate diploma. **Money order only!** No personal check accepted
- **POSTAGE FEES:** Choose one of the following options:
 - **Domestic U.S./ All U.S. Territories: \$2.07** (U.S. Stamps only)
 - **All International Territories: \$5.00** (U.S. stamps or money orders in U.S. currency only. No personal checks accepted)
 - **Courier Service:** Prepaid USPS mailing envelope only. At least 8.5 X 11 in size

You will be contacted via email regarding incomplete mailers

Carefully read the following statement and sign below

*I ACCEPT RESPONSIBILITY FOR THE CONDITION IN WHICH MY DIPLOMA WILL BE RECEIVED,
PROVIDED REASONABLE CARE HAS BEEN TAKEN IN MAILING THE DOCUMENT.*

SIGNATURE OF ALUMNUS _____ DATE _____

Fill out the information below:

STUDENT NAME: Last _____ First _____ Middle _____
As it appears in your Hunter record

Social Security Number _____ Email Address _____

DEGREE AWARDED: Title _____ Date _____

MAILING ADDRESS

Name _____

Street Address _____

Address _____

City _____ State _____ ZIP _____

For Office Use Only	
Date Received _____	
Initials _____	
Date Processed _____	
Initials _____	