



Reissue Duplicate Marymount Manhattan College Diploma Form

Student's Name: _____
(First name) (MI) (Last name)

Name on Diploma (Legal name only)* _____

(*Note: Diploma will be issued with name that is currently on your MMC record. If your name has changed and you want the reissued diploma with the new name, please submit an "Official Change of Name" form and the required documentation)

Contact Phone Number: _____ - _____ - _____

E-mail Address: _____

Date of Graduation: _____

Degree Received: ☐ Bachelor of Arts ☐ Bachelor of Science ☐ Bachelor of Fine Arts ☐ Associate of Arts

Address where diploma is to be mailed:

Reason for Reissue of Diploma: ☐ Replacement ☐ Damaged* ☐ Correction* - If there is an error,

please indicate the error: _____

*The Original Diploma must be returned to the Registrar's Office for Reissue Diploma due to damage or correction(i.e. spelling error or degree type)

 Check One Box Below:

☐ Reissued Diploma Fee: \$75. for each physical diploma) via regular USPS mail service (allow a minimum of 3 to 5 weeks of processing and delivery time*

☐ Physical Diploma – Rush Delivery Service* (approximately 1 week – at least 5 business days– excluding holidays for processing and delivery time within the U.S. – domestic mail): \$105.00

☐ Both Physical Diploma & CeDiploma (Digital version of diploma –For Alums prior to June 01, 2020): - \$135.00) – regular USPS mail service

☐ Both Physical Diploma and CeDiploma – Rush Delivery Service* for physical diploma - \$165.00

☐ CeDiploma (Digital Diploma) Only for Alums prior to June 01, 2020 – \$ 75.00

☐ Rush Order CeDiploma - \$100.00 – Approximately 2 – business days

METHOD OF PAYMENT

Contact the Center for Student Services at 212-517-0500 for Payment Information –

***Note: Diploma orders submitted to the Registrar Office after 01:00pm will not be processed by our diploma vendor until the next business day excluding holidays.**

Student Signature: _____ Date: _____

Return To Form to : registrar@mmm.edu