



Replacement Diploma Order Form

Please send completed form and proof of identity along with a check for the \$85* processing fee, to:

New York College of Podiatric Medicine
Attn: Registrar
53 East 124th Street
New York, NY 10035

You may also pay by credit card over the phone by contacting the Bursar at (212) 410-8039

** Please note that there is a \$25 charge for expedited shipping (next-day/overnight). Expedited shipping occurs once we receive the diploma after the 3-4 week processing time it takes for us to receive the document.*

Instructions for Ordering a Duplicate Diploma:

- Fill out the duplicate diploma request form (cannot be submitted electronically)
- Fill out the information below specifying exactly how you would like your name spelled on your diploma.
- If you have changed your name, complete a change of name request form, and depending on the reason for your name change, attach a copy of your social security card, marriage certificate or a copy of the legal name change document provided by the court.
- Provide proof of identity (a notarized letter verifying identity or two forms of identification (acceptable forms of identification are passport, birth certificate, driver’s license, social security card)).

*** There is a 3-4 week processing time before you will receive your duplicate diploma**

***Note that the duplicate diploma contains a statement indicating that it was issued in replacement of the original and contains the signature of the current NYCPM President.**

Name on original diploma: _____

Name on duplicate diploma: _____

Birth Date: _____ Graduation Date: _____

Phone Number: _____ E-mail Address: _____

Address to which diploma should be mailed (Print Clearly):

Graduate Signature: _____ Date: _____

Official Use Only	
<input type="checkbox"/> Diploma ordered date _____	<input type="checkbox"/> Diploma mailed date _____
<input type="checkbox"/> Diploma received date _____	<input type="checkbox"/> Registrar’s Office: _____
	Initials