OFFICE OF STUDENT ASSISTANCE

REPLACEMENT DIPLOMA APPLICATION

STUDENT ID NUMBER

LAST NAME

FIRST NAME

MIDDLE

If this is a new address/phone #, please indicate what you would like to be updated on your record

☐ Address

☐ Telephone

STREET ADDRESS/P.O. BOX

CITY

STATE

ZIP

DAY TELEPHONE NUMBER

EVENING TELEPHONE NUMBER

MOBILE/CELL NUMBER

E-MAIL ADDRESS

This form cannot be submitted electronically.

The Office of Student Assistance (OSA) will order a replacement diploma if the original has been damaged or lost or if there has been a change of name. You must provide proof of name change by filing a General Change Form (available in all Office of Student Assistance offices).

Original diploma must be returned to Pace University when requesting a replacement due to damage or a name change.

Enclose with this application a $50.00 check payable to Pace University, as well as copies of two (2) proofs of identification from the following choices: passport; birth certificate; driver’s license or social security card. In addition, verification of your signature by a Notary Public is required. Replacement diplomas display the signature of the current Pace President, the current diploma style and the original date the degree was awarded. Please allow 6 weeks for processing.

☐ New York City Campus

☐ Pleasantville Campus

☐ Graduate Center

☐ Law School

Office of Student Assistance

One Pace Plaza

New York, NY 10038

Phone #: (877) 672-1830

Registrar

One Martine Ave

White Plains, NY 10606

Phone #: (877) 672-1830

Office of Student Assistance

861 Bedford Road

Pleasantville, NY 10570

Phone #: (877) 672-1830

78 North Broadway

White Plains, NY 10603

Phone #: (877) 672-1830

Please type or print the required information, sign, and mail to the address above, hand deliver, or fax.

I certify that my diploma was

☐ Lost

☐ Damaged

☐ Name Change

Name on original diploma:

First

Middle

Last

Name changed to:

First

Middle

Last

Date of birth (mm/dd/yyyy)

School/College attended at Pace

Campus

Degree(s) awarded

Date of award

Date of award

Did you receive any honors at commencement?

(Example: Cum Laude, Magna Cum Laude, Summa Cum Laude, With Distinction)

SHIPPING ADDRESS:

Street Address

Alumnus Signature

Date

City

State

Zip

Email

Notary’s Signature

Stamp

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Last Updated 3/2014