



DARE TO DO MORE

Diploma Reorder Form

There is a \$30 fee to reorder a diploma. Diplomas are ordered at the end of each session. You will be notified by mail as soon as your diploma is available to be picked up.

INSTRUCTIONS

1. Print name clearly for diploma (*Note: your diploma will be ordered under the name shown on your LaGuardia Records. **If you have changed your name. You must submit a Change of Data Form with the corresponding documents.***)
2. Sign and date form.
3. Pay \$30 at the Bursar's Office in cash or money order.
4. Return to the Registrar's Office with receipt of payment and this form.
5. NOTE: Reordered diplomas will be stamped DUPLICATE on the back.

(Print Name) First _____ Middle _____ Last _____

Address: _____
Street Apt. # City State Zip Code

Social Security Number: _____ - _____ - _____
EMP Id: _____

Date of Graduation: _____ Major: _____

Degree Earned: A.A. _____ A.S. _____ A.A.S. _____ Certificate _____

Email: _____ Phone: _____

Student's Signature _____ Date: _____

For Registrar Use Only

Amount Paid \$ _____ (attach a copy of Bursar receipt) Date: _____

Bursar Cleared: ___ Financial Aid Cleared: ___ Library Cleared: ___ Verified by: ___ Date: _____

Diploma Ordered on: _____ Diploma received on: _____ Notification sent on: _____

Pick-Up Verification

Student's Signature _____

