

Replacement Diploma Request

Instructions

1. Be advised that the name on file with New York Tech will be used for the replacement diploma. To change the name, complete the [Application to Change Personal Information](#) form and follow the instructions.
2. Pay the appropriate fee to the Office of the Bursar. Acceptable forms of payment:
 - Certified check/bank check/money order payable to New York Institute of Technology. Mail the completed form and payment to New York Institute of Technology, Office of the Registrar, Northern Boulevard., P.O. Box 8000, Old Westbury, NY 11568-8000.
 - International payments made through www.flywire.com. Contact bursar@nyit.edu to confirm the receipt of payment. Once confirmed, email the form to the Office of the Registrar at graduation@nyit.edu.
3. Please allow 6-8 weeks for processing. We will inform you when to pick your replacement diploma or when it is mailed.

Student Information

Student ID	Last name	First name
Date of birth	Dates of attendance	Graduation date
Campus attended	Non-NYIT email	
Mailing address (<i>where you receive your mail</i>)		
City, state, ZIP	Country	
Home phone	Cell phone	
Allow New York Tech to update your address, phone, and email in the system? <input type="radio"/> Yes <input type="radio"/> No		

Delivery option (*select one*)

- Electronic diploma.**
I request that New York Tech order an electronic diploma once payment has been charged to my account. The electronic diploma fee is **\$45.00**. If you graduated in Fall 2019 or later, contact graduation@nyit.edu before making a payment.
- Pick up paper diploma.**
I request that New York Tech order a replacement diploma once payment has been charged to my account. The replacement diploma fee is **\$90.00**.
- Pick up campus: Long Island New York City
- Mail paper diploma.**
I request that New York Tech order a replacement diploma and mail it to the address above once payment has been charged to my account. The replacement diploma and mailing fee is **\$130.00**.

I hereby attest that my original diploma has been destroyed or lost/stolen and is not in my possession.

Student's signature

Date