



Attn: Office of the Registrar
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REPRODUCTION CERTIFICATE/DIPLOMA APPLICATION

Name:			Student Identification Number	
First (Given)	Middle	Last (Family)		
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Document: Indicate the document to be produced as a duplicate or replacement of the original.
 Certificate Diploma

Academic Program/Plan:

Degree:
Major and/or Emphasis:

Your Name on Your Certificate or Diploma: (Degree Name) Print your name below as you would like it to appear on your certificate or diploma. Names dissimilar to the Primary Name (Legal Name) of record may require documentation. Certificates and diplomas are printed using the Degree Name.

Degree Name:

If you need an apostille or authentication for Your Certificate or Diploma, please fill out Apostille/Authentication Application form and include it with this application.

Reproduction and Other Charges: Duplicate or replacement documents are typically mailed within four weeks.

Reproduction: Certificate - \$25.00 Diploma - \$50.00
 Mail Option: USPS (Free) US Domestic Express - \$20 International Express (Vendor cost + \$3 processing, please contact graduation@cityu.edu to confirm availability and approximate cost)

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Signature of Student: _____

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 Email the Diploma Coordinator at Graduation@CityU.Edu.