

## REPRODUCTION CERTIFICATE/DIPLOMA APPLICATION

<b>Name:</b>			<b>Student Identification Number</b>	
First (Given)	Middle	Last (Family)		
<b>Email Address:</b>			<b>Telephone Number:</b>	
Street Address Line 1:				
Street Address Line 2:				
City/State/Country:				Postal Code:

**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:
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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](mailto:graduation@cityu.edu) to confirm availability and approximate cost)

**TOTAL for all required and requested services:** \$ \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

(Required in accordance with the Family Educational Rights and Privacy Act of 1974)



**Payment Information:** Attach the check or money order to this application here OR write in your credit or debit card information below.

Name on Card:	
Card Number:	Expiration Date:
Signature of Cardholder:	Date:
	Date: