



Office of the Registrar

# Duplicate Diploma Request Form

Borough of Manhattan Community College  
The City University of New York  
www.bmcc.cuny.edu

199 Chambers Street, S315  
New York, NY 10007-1097  
tel. 212 220-1290  
fax. 212 220-1254

**Instructions:**

1. Fill out the form clearly and completely.
2. Contact the Bursar's Office (Room S-330 or Bursar@bmcc.cuny.edu) to pay the \$30.00 processing fee, or mail it to the address above with a \$30 check or money order payable to BMCC.
3. Email the completed form to Graduation@bmcc.cuny.edu.
4. You will be emailed when the diploma is ready from Congratulations@parchment.com and Graduation@bmcc.cuny.edu.
5. Please allow up to 6 months for duplicate diploma requests to be processed.
6. For more information on claiming your diploma through Parchment, please check our website at: <https://www.bmcc.cuny.edu/registrar/student-resources/graduation-information/>

8-digit CUNYfirst ID: \_\_\_\_\_

\_\_\_\_\_  
**Last Name** **First Name**  
**Previous Name (if any)**

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Graduation \_\_\_\_\_

**The default name on your diploma will be exactly as it appears on your student transcript. If you would like to include your middle name or initial please print it on the line below:**

\_\_\_\_\_  
MIDDLE NAME OR INITIAL

**Please choose from the following:**

Pick Up: Currently unavailable due to COVID19

Mail: Diplomas can be mailed domestically (within the U.S. or internationally).

Location to be mailed: \_\_\_\_\_  
\_\_\_\_\_

For international addresses, please provide a local phone number.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Duplicate diplomas are processed with the diplomas of our next graduating class. Please allow up to 6 months for your diploma to be available.**

**For Bursar Only:** Payment Received by \_\_\_\_\_