

REQUEST FOR REPLACEMENT DIPLOMA/CERTIFICATE AND CERTIFIED ELECTRONIC DIPLOMA

This is a request to replace an original diploma/certificate or for a Certified Electronic Diploma (CeDiploma)*. **Diplomas are issued to students that have been awarded degrees. Certificates are awarded to credit/non-credit certificate students.** Diplomas and certificates will only be issued in the current format with the current name of the school and university. Please note that we can only issue the diploma or certificate in the name under which you attended.

The cost of the replacement diploma or CeDiploma is \$50, and \$10 for the credit/non-credit certificate; **CLICK HERE TO MAKE A PAYMENT**. Make sure to include your order number, after submitting payment, on this form. If we do not receive your payment **and** completed form within 3 business days we will discard your request and you will not be charged. Once you have made payment, submit this form to creditanddegree@newschool.edu

Please allow 1 week for processing, plus up to 2 weeks for delivery. International students, please allow 4-6 weeks for delivery.

PAYMENT INSTRUCTIONS:

- Navigate to the payment website
- Select "Pay for Diploma"
- Click on "Add to Cart"
- Enter your information
- Select "Checkout" when you're ready to make a payment
- Enter your email address and click on "Continue Unregistered"
- Enter payment method and submit payment

PLEASE PRINT CLEARLY

Select One:

☐ Printed Diploma (\$50 fee) ☐ Printed Certificate (\$10 fee) ☐ Certified Electronic Diploma (\$50 fee)

Name: _____

N Number or Date of Birth: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____

(For printed diploma/certificate only)

Street

Apt/Floor

City

State

ZIP

International only:

Province or region

Country

Postal Code

Degree Type: _____ Degree Date: _____

Major: _____

Student Signature: _____ Date: _____