

**DIPLOMA REPRINT REQUEST FORM**

**DIPLOMA REPRINTS are issued at the student's request in the case of name change or loss of the original document.**

- » The fee for a reprint is \$50.00, payable by check or credit card (see "Fees" section below).
- » Please allow 2 - 3 weeks, plus mailing time, for processing.
- » Students in Israel programs, please note: Additional time is required for mailing, and the reprint will be sent directly to the Israel Extension site in Netanya.

Mail form: Office of the University Registrar, Lesley University, 29 Everett Street, Cambridge, MA 02138-2790.

OR

Fax form: 617.349.8717

**Please print (include all information and sign at bottom):**

Month/year of graduation	Degree earned	School of attendance, if known (AIB, School of Ed, etc.)		
Last, First, Middle		Social Security or Lesley Student ID#		
Name on the original diploma		Date of Birth		
Street/Box #	City	State	Zip	
Telephone (H)	Telephone (W)	Email		

**Reason for reprint e.g., name change due to marriage (please print).**

See the policy regarding name changes for alumni at [www.lesley.edu/services/registrar/student.html#name\\_changes](http://www.lesley.edu/services/registrar/student.html#name_changes)

---

---

IF NAME CHANGE: Name to be used on reprint

**Fees**

Diploma reprint fee \$50.00

Method of payment:  Check  Credit card

To pay by credit card, use the form at: [www.lesley.edu/services/bursar/content/credit\\_card\\_auth\\_for\\_web.pdf](http://www.lesley.edu/services/bursar/content/credit_card_auth_for_web.pdf)

Please note: All financial obligations must be met before a diploma will be released.  
If you require this document urgently, additional charges will be applied to your account for mailing.

---

Student's Signature (required for all types of request/payment) \_\_\_\_\_ Date \_\_\_\_\_