

**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 (see "Fees" section below).
- » Please allow 2 - 3 weeks, plus mailing time, for processing.

Submit form via:

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

Fax: 617.649.4855

Drop Off: Support Hub, University Hall 1st Floor, 1815 Massachusetts Avenue, Cambridge, MA

**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 <https://solutioncenter.lesley.edu/s/article/how-do-i-update-my-name-or-address>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF NAME CHANGE: Name to be used on reprint

**Fees**

**Diploma reprint fee: \$50.00**

**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

For Office of the University Registrar use only: Processed by: \_\_\_\_\_ Date processed: \_\_\_\_\_

doc updated: 16-Feb-24