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: 617.349.8717
Drop Off: 1815 Massachusetts Avenue, 3rd floor, Suite 3-001, Cambridge, MA 02138

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

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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

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.