

## Replacement Diploma Request Form

You can request a replacement diploma if the original diploma was lost, or destroyed.

### Student Information

<b>Student Name:</b> (Full name to Appear on Diploma)			
<b>Email Address:</b>		<b>Student ID (if known):</b>	
<b>Phone Number:</b>		<b>Date of Birth:</b>	

### Degree and Mailing Information

<b>Degree Awarded:</b>	
<b>Year Awarded:</b>	
<b>Diploma mailing address (zip code required):</b>	

### Diploma Replacement and Shipping Fees

Diploma fee: \$75.00/each + \$18.00 shipping fee = \$93.00 total fee.

### Payment Methods

Pay by check or money order: Mail "Replacement Diploma Request Form" along with check or money order to us at Mount Sinai Phillips School of Nursing, Office of Students Services, 148 East 126<sup>th</sup> Street, New York, NY 10035.

### Submitting the Form Name on Diploma

Please email your completed "Replacement Diploma Request Form" to [PSON@mountsinai.org](mailto:PSON@mountsinai.org) along with your receipt of payment to the email.

**I understand the replacement diploma will bear the signatures of the current state and university officials. I also understand that a reissue date will be printed at the bottom of my diploma.**

Requested By:

<b>Signature</b>		<b>Date</b>	
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### For Office Use Only

**Request Approved: Yes No**

**Decision/ Actions Taken:**

**Administrator:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_