



The City University of New York

Office of the Registrar – Degree Audit Unit • Room 217 North • Phone: (212) 650-3995 • Fax: (212) 650-3632
http://registrar.hunter.cuny.edu

REQUEST FOR NAME CHANGE ON DIPLOMA

COMPLETE THE INTRUCTIONS AS FOLLOWS:

1. You must officially change your name on your Hunter College record. Go to the Registrar’s webpage for further information.
2. You must surrender your original diploma to the Registrar’s office. If your original diploma is lost, submit a *notarized* letter stating you misplaced/no longer have it. Any duplication of your diploma must also be surrendered.
3. You will be charged a duplication fee of \$30. Please pay this to the Bursar or submit a money order (payable to Hunter College) with your request.
4. If you wish to have your new diploma mailed to you, please attach a Diploma Mailer form and follow the instructions.

PLEASE NOTE:

Requests take 2 – 4 weeks to process (6 – 8 weeks if you graduated before 1981).

FILL OUT THE INFORMATION BELOW:

NAME FORMERLY STATED ON YOUR HUNTER RECORD: LAST, FIRST, MIDDLE

NEW NAME: LAST, FIRST, MIDDLE

SOCIAL SECURITY NUMBER

E-MAIL ADDRESS

TITLE OF DEGREE AWARDED

GRADUATION DATE OF DEGREE AWARDED

PLEASE CAREFULLY READ THE FOLLOWING STATEMENT AND SIGN BELOW:

I authorize Hunter College, of the City University of New York, to issue a new diploma as per my name change on my Hunter record.

SIGNATURE OF ALUMNUS

DATE

For Office Use Only			
Date Received	Initials	Date Processed	Initials