

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 \$15. 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	