

The purpose of this form is to request a duplicate diploma after successful completion of an undergraduate/graduate degree or certificate program at NewSchool of Architecture & Design. Note that diplomas are ordered at the end of each quarter. Duplicate diplomas will not be released if there is any outstanding financial obligation to NewSchool. Once the form is processed, you will receive an email notification to your NewSchool email address.

Please print using blue/black ink or type.

First Name _____ Last Name _____

Student ID _____ Phone _____

Email _____

Name While Attending NewSchool (if different from above) _____

Program at NewSchool _____ Graduation Date (Month/Year) _____

Number of Diplomas Requested _____ (A \$50.00 fee will be charged per diploma.)

NAME AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA (PRINT CLEARLY)

Payment

- Cash (Do not mail cash)
- Check (Payable to "NewSchool")
- Credit Card (complete credit card information below)

Credit Card Information (complete only if paying with a credit/debit card)

Name on Card _____ Type of Card _____

Billing Address _____

City _____ State _____ Zip _____

Credit Card Number _____ Security Code _____ Exp. Date _____

Mailing Instructions

- Address Provided Below
- Pick up in Registrar's Office

Send to _____

Address _____

City _____ State _____ Zip _____ Country _____

By signing below, I authorize release of my duplicate diploma(s) to the party(ies) listed above.

Student Signature _____ **Date** _____

STUDENT MUST SUBMIT COMPLETED FORM TO THE REGISTRAR'S OFFICE.

registrar@newschoolarch.edu