



NYCOMEC Diploma Replacement Request

Old Westbury, NY 11568-8000
516-686-3730 ♦ 516-686-3767 (Fax)

Identification:

Name (Current): _____

Name (At time of graduation, if different): _____

Address: _____

SSN: _____ Email: _____ Phone #: _____

Reason for diploma:

- Never Received Original Diploma
- Original diploma misplaced
- Original diploma damaged
- Change of Name (**Attach Proof:** e.g. Marriage Certificate)
- Other _____

Postdoctoral Training Information for Diploma:

Program: _____ Date Began and Completed: _____

Hospital: _____

Directions:

- Use separate form for each diploma.
- Diploma will be marked 'duplicate' with date of re-issuance and will not be signed by hospital officials.
- Request for reprint is subject to approval/verification by NYCOMEC staff.
- Processing time is 8 to 12 weeks.
- Mail form with \$100 check made out to NYCOMEC, a copy of your driver's license, the original diploma (if not misplaced), and proof of name change, if applicable, to:

**NYCOMEC Diploma Replacement
NYCOM of NYIT
Northern Blvd.
Old Westbury, NY 11568-8000**

Signature: _____

Date: _____

Office use:

Check #: _____

Date Received: _____

Approved by: _____

Date Issued: _____