Procedure to request a replacement diploma. The cost is $25.00

Student needs to complete this form, sign the form, include the credit card authorization form, which on the web, and provide a photocopy of a Government issued photo ID (driver's license, or passport).

Name on the Record. _____________________________________

First       Middle       Last

Degree awarded __________________________________________________________

In Major _________________________________________________________________

Date of Graduation ______________________________________________________

Address _________________________________________________________________

City __________________ State ______________ ZIP _______________________

Country ________________________________________________________________

Day time Telephone number including overseas ______________________________

Email ______________________________ _________________________________

Signature required: __________________________ Date ________________

SUNY Maritime College school web site www.sunymaritime.edu

Credit card authorization form Print off and complete.

Remember to complete and sign the replacement diploma form and the credit card authorization form. Fax all of the documents (replacement diploma form, photo copy of picture ID and the Credit Card authorization form to 718 409 7264.

It will take almost two months for the replacement or duplicate diploma to be ordered. Please identify the exact address the diploma is to be mailed, and also include a day time telephone number, even if overseas as the shipping company requires that number..

When it arrives, we will send you an email confirming both your address and the shipping tracking number for your records as well. The Registrar’s Office will acknowledge receipt of the request for the replacement diploma. The credit card authorization form will be processed by Student Accounts.
studentaccounts@sunymaritime.edu