

REPLACEMENT DIPLOMA REQUEST FORM

Graduates of SUNY Maritime College may request a replacement diploma. The charge per diploma is \$25.00. Replacement diplomas reflect the current diploma design.

In order to obtain a replacement diploma, you must **complete/sign this form** and submit it to the Office of the Registrar with copy of **photo ID** (driver's license, passport, etc.), and form of **payment** for the fee.

- If sending request by **fax**, please send to fax # 718-409-7264 and include a **Credit Card Authorization Form** for the fee (available on the Student Accounts web page, www.sunymaritime.edu/studentaccounts).
- If sending request by **mail**, please send to, SUNY Maritime College, Attn: Registrar, 6 Pennyfield Ave., Throggs Neck, NY 10465, and include a check or money order for the fee.

Upon receipt of your request, your replacement diploma will take approximately 6-8 weeks to arrive. Once it is mailed, you will receive an email confirming both your address and the shipping tracking number for your records.

Diploma Information

Name: _____
First
Middle
Last

Date of Birth: _____

Degree earned: Associate's Bachelor's Master's

Major: _____

Graduation Date: _____

Mailing Information

Please identify the exact address the replacement diploma is to be mailed, and also include a day time telephone number, even if overseas as the shipping company requires that number.

Street Address: _____

City: _____ State: _____ ZIP: _____

Country: _____ Telephone number: _____

Email: _____

Signature: _____ **Date:** _____

This form along with copy of photo ID and payment must be submitted to the Office of the Registrar for processing.