

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. Payment can be sent via check or money order. Or, to pay by credit card, contact registrar@sunymaritime.edu for Credit Card Authorization form.

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.

Office of the Registrar

6 Pennyfield Avenue, Throggs Neck, NY 10465 | 718.409.7400 | www.sunymaritime.edu