

The City College of New York

The City College of New York
Office of the Registrar, A-102
Tel:(212)650-7853
Fax:(212)650-6108

Diploma Mail Request

Student Name (Please Print):

Student I.D. #:

Telephone:

E- mail:

Undergraduate (BA, BS, BFA, etc.):

Graduate (MA, MS, MSED, etc.):

Major (Music, Art, Biology, etc.):

Month/Year Degree Earned (May 1992, Sept 2008):

Instructions:

- If you are requesting for your diploma to be mailed, please enclose a self-addressed prepaid envelope (U.S. Mail, DHL, or FedEx) with your Diploma Mail Request Form.
- The prepaid envelope must be at least 9 ³/₄ in x 12 ¹/₂ in for the mailing of the diploma.
- Doctoral degrees: The prepaid envelope must be at least 15 in x 12 in for the mailing of the diploma.

Return form and prepaid envelope to:

The City College of New York
Office of the Registrar, A-102
160 Convent Avenue
New York, NY 10031

Signature

Date

The City College of New York regrets that we cannot be responsible if the diploma is lost, stolen, or damaged in the mail. In the event that you do not receive your diploma or it is damaged, you will be responsible for ordering a replacement copy and for all associated fees. Thank you for your understanding.