

Diploma Pick-Up Authorization Form

Please print and complete this form if you would like to authorize another person to pick-up your diploma.

- Provide the person picking up your diploma with a CCNY ID or government issued identification.
- The person picking up your diploma must also present government issued photo identification at the Registrar's Office, A-102.

I _____ authorize _____ to pick-up my
(Student's Name) (Person Picking Up Diploma)

diploma on my behalf.

My CCNY EMPLID number is: _____ or the last four digits of my social security number
is: _____

I earned a _____ degree in _____
(e.g. BA, BFA, BE, MS, MA, ME, Phd) (Major)

On _____
(Graduation Date)

Sincerely,

(Signature & Date)

Office Use Only (identification Below)