Brooklyn College The City University of New York

Office of the Registrar
Room 306 West Quad Center
2900 Bedford Avenue · Brooklyn, NY 11210
TEL 718- 951 5491 · FAX 718- 951-5145
registrar@brooklyn.cuny.edu
www.brooklyn.cuny.edu

REQUEST FOR MAILING A DIPLOMA

Please print your name as it appears on your Brooklyn College record when you graduated.

Name: _____
Last First Middle

Address: _____
Street City State ZIP Code

EMPLID or Last 4 digits of SS#: _____Date of Birth_____

Daytime telephone: _____ Email Address: _____

_____
Degree Type (Ex: BA, BS, MA, MS, etc.) Date of Degree (MM/YYYY)

Signature:_____

The diploma document is stored in a 10" x 13" cardboard mailer. Please return this form with a Self-Addressed Stamped Envelope ($8.00 in US Postage Only) large enough to accommodate the diploma mailer to the address on this form. (Instructions on how to send a Self-Addressed Stamped Envelope can be found at https://www.wikihow.com/Send-an-S.A.S.E.-(Self-Addressed-Stamped-Envelope)). Please note we do not provide diploma cases when mailing a diploma.

Please note, CUNY retention policy states that diplomas be held for one year before they are discarded. After diplomas have been discarded, you will need to request a duplicate diploma and you will be charged a replacement diploma fee.*