

**BARUCH COLLEGE/CUNY**

One Bernard Baruch Way/BoxH-0850, New York, NY 10010  
[www.baruch.cuny.edu/registrar](http://www.baruch.cuny.edu/registrar)

OFFICE OF THE REGISTRAR  
Phone: (646) 312-1150  
Fax: (646) 312-1151

---

**REQUEST FOR DIPLOMA TO BE MAILED**

You may submit this form **ONLY** if currently live outside of the five-boroughs of New York City.

**Proof of Identification:** Attach a copy of Photo ID – Driver/Non-Driver’s License, Passport, Baruch ID, Etc.

**\*PLEASE NOTE: diplomas mailed to addresses outside of the U.S. frequently take several weeks to arrive from the date the Office of Registrar mails the diploma.** It is strongly recommended that you inquire with Office of the Registrar as to how you can authorize another individual located in the New York City area to pick-up the diploma instead, if at all possible.

(Please type or PRINT carefully)

Name on record: \_\_\_\_\_

Social Security # or Student ID: \_\_\_\_\_

Degree and Date of Graduation: \_\_\_\_\_

Day Phone: (    ) \_\_\_\_\_                      Email address: \_\_\_\_\_

Address to which diploma should be mailed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize Baruch College, CUNY to mail my diploma to the above address.

Signature:

\_\_\_\_\_  
Authorizing mailing of diploma

\_\_\_\_\_  
Date