

REQUEST FOR DIPLOMA MAILING OR PROXY PICK-UP

This page is only if you wish to have your diploma mailed (must live outside of the five-boroughs) or designating a proxy to pick up your duplicate diploma. **Proof of Identification:** Attach a copy of Photo ID – Driver/Non-Driver’s License, Passport, Baruch ID, Etc.

Please print clearly and fill in all portions of the form.

STUDENT INFORMATION

_____	XXX— XX—	_____ / _____ / _____
EMPLID (CUNYFirst ID)	Last four digits SSN	Date of Birth
_____	_____	_____
Name: Last	First	MI
		Name while attending (if different)
_____	_____	
Email Address	Daytime Phone	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	Degree and Date: _____

REQUEST FOR DIPLOMA TO BE MAILED

PLEASE NOTE: Diplomas mailed to addresses outside of the U.S. frequently takes several weeks to arrive from the date the Office of Registrar mails the diploma. It is strongly recommended that you authorize a proxy located in the New York City area to pick-up the diploma instead, if at all possible.

Address to which diploma should be mailed:

DESIGNATED PROXY

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

***PLEASE NOTE: Designated Proxy must have valid photo ID to pick-up diploma at the Registrar’s Office.**

Please print or type name carefully.

Proxy Name: _____

AUTHORIZATION

I authorize Baruch College, CUNY to mail my diploma to the above address or allow my proxy named above to pick-up my diploma.

Student’s Signature

Date