



■ **Must be Completed by Student** *Please print*

Name of Student \_\_\_\_\_

Student ID or SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Graduation Date \_\_\_\_\_

Campus Attended \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_ Cell Telephone \_\_\_\_\_

■ **Please Check:** *If you are ordering a duplicate diploma and would like it to be mailed to the address above, you must check both options. Mailing fee is not included in the duplicate diploma order.*

**Diploma Mailing Request**

I request NYIT to mail my diploma to the address above once payment has been charged to my account and a zero balance is reflected.

**Duplicate Diploma Order** *Please allow 6-8 weeks for processing*

I request NYIT to order a duplicate diploma once payment has been charged to my account and a zero balance is reflected.

■ **Date of Request** \_\_\_\_\_ **Student's Signature** \_\_\_\_\_

Date Sent \_\_\_\_\_ *For office use only*

■ **Fees and Payment Method:** *Do not send cash in the mail. No personal checks accepted.*

- \$15 Mailing Fee within the United States
- \$25 Mailing Fee outside of the United States
- \$50 Duplicate Diploma

Cash     Certified Check/Bank Check/Money Order *payable to New York Institute of Technology*

Visa     MasterCard     Discover     American Express

Cardholder's Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Card Verification Code\* \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**\*What is the Card Verification Code?**

*Visa, MasterCard, and Discover:*

The 3-digit code printed in the signature area on the back of the card after the credit card account number

*American Express:*

The 4-digit code printed on the face of the card above the credit card account number

■ **Mail, fax, or e-mail completed and signed form to the Office of the Registrar on your campus:**

**Old Westbury**  
 New York Institute of Technology  
 Office of the Registrar  
 Northern Boulevard  
 Old Westbury, NY 11568-8000  
 Tel: 516.686.7694  
 Fax: 516.686.1113  
 graduation@nyit.edu

**Manhattan**  
 New York Institute of Technology  
 Office of the Registrar  
 16 W. 61st Street  
 New York, NY 10023-7692  
 Tel: 212.261.1600  
 Fax: 212.261.1608  
 graduation@nyit.edu