

# REPLACEMENT DIPLOMA REQUEST FORM

There is a \$15 fee to order a replacement diploma, payable by check or money-order only to Binghamton University.

- Cash and/or credit cards not accepted.
- This form may be faxed but request will not be processed until payment is received.
- If Federal Express option is chosen, pre-paid shipment # and shipping label required.

## STUDENT INFORMATION (Please print clearly)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Maiden/Former (if applicable) \_\_\_\_\_

**OR**

B-Number:*	
<small>*B-number assigned to students enrolled beginning August 2008.</small>	
Last 4 digits of SSN:	AND Date of Birth:

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Diploma Degree to be replaced: Bachelors \_\_\_ Masters \_\_\_ Ph.D. \_\_\_

## Address where diploma should be mailed via USPS:

Street \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

## Delivery using the Federal Express Option

(Credit card required; charges vary according to destination and weight.)

Go to the FedEx US Website at <http://www.fedex.com/us/> to "Create a Shipment" and print label.

- Provide tracking number to verify your approved, pre-paid shipment # \_\_\_\_\_.
- Attach the pre-paid shipping label (required) to this request form.
- Federal Express requests received will be sent out on the next business day.

Signature \_\_\_\_\_ Date \_\_\_\_\_