

REPLACEMENT DIPLOMA REQUEST FORM

- **Complete this form and mail with \$15 fee payable by check or money order to:**
 - Binghamton University, Financial Aid and Student Records, 4400 Vestal Parkway East, Binghamton, NY 13902
 - Cash and/or credit cards not accepted.
- Allow 3-4 weeks for processing.
- Diploma is mailed via first-class US Mail, no tracking available.
- **Expedited delivery using the FedEx Express option:**
 - Credit card required to order a FedEx label; 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.
 - We do not ship using FedEx Ground delivery.
 - FedEx does not ship to P.O. Box address.
 - FedEx requests will be sent out the next business day.
- Please email degree@binghamton.edu with any questions.

STUDENT INFORMATION (Please print clearly)

Last Name _____ First Name _____ MI _____

Maiden/Former (if applicable) _____

B-Number:* _____

**B-number assigned to students enrolled beginning August 2008.*

Last 4 digits of SSN: _____ AND Date of Birth: _____

Email: _____ Daytime Phone: _____

Diploma Degree to be replaced: Bachelors ___ Masters ___ Doctoral ___ Certificate ___

Address where diploma should be mailed via USPS:

Street _____

City _____ State/Province _____

Country: _____ Zip/Postal Code _____

Signature _____ Date _____