



DUPLICATE DIPLOMAS

Dear Graduate:

Many of you have expressed an interest in being able to share your accomplishment by giving a duplicate diploma to a friend or family member. I am pleased to announce that we can now offer you this service.

If you would like to order a duplicate diploma, please complete the form below and return it to the Bursar's Office. Enclose a \$25.00 check or money order payable to: SUNY at Stony Brook IFR # 900545. You may also order your duplicate diploma in person at the Registrar's Office, located on the 2nd floor lobby of the Administration Building, or fax your request along with the credit card authorization form (page 2).

Please allow 4-6 weeks for delivery.

Sincerely,

Yvette VanGorden

Yvette VanGorden
Assistant Registrar

Student's Name: _____ ID: _____

Student's Signature: _____

Email: _____ Phone #: _____

Address: _____ Degree: _____

_____ Date of Degree: _____

Credit Card Authorization Form

Fax with request

Students requesting transcripts via fax should attach this Credit Card Authorization Form.

Student Name: _____

Card Holder Name (if different): _____

Stony Brook Identification number: _____

Credit Card (check one): American Express Visa MasterCard Discover

Card Number: _____

Exp. Date: _____

CVV2 code (last three digits on the back of credit card): _____

Card Holder Signature: _____