



Office of the Registrar
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Diploma Pick-Up Authorization Form

Please print and complete this form if you would like to authorize another person to pick-up your diploma.

- Provide the person picking up your diploma with your JJAY ID or government issued identification.
- The person picking up your diploma must also present government issued photo identification at Jay Express Services Center located in Room L.69.00 in the New Building.

I hereby authorize (print) _____ to pick up my diploma or certificate or both.

Student Name (print) _____

Student Signature _____ Date: _____

Student Emplid ID _____

Student Last 4 digits of Social Security # _____

Authorize person's signature _____

Office Use Only
Date Received & Initials