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Diploma Mail Request Form

Please print, complete, and email the **Diploma Mail Request Form** as an attachment to registraraudit@jjay.cuny.edu indicate the email subject as, **Diploma Mail Request**. **Request will be process within 5 business day and you will receive an email notification.**

Student Name (print) _____
EMPL ID# _____
Last 4 digits of Social Security # _____
Email Address _____
Phone number _____
Title of Degree Awarded _____
Date of Degree Awarded _____

Circle "Yes" for USPS option OR provide required information for Fed Ex

USPS -----> Yes

OR

Fed Ex -----> Account # _____

Mailing Address you wish your diploma to be mailed to:

Name

Address

Address

City, State, Zip Code

Student's Signature _____ **Date** _____

John Jay College of Criminal Justice regrets that we cannot be responsible if the diploma is lost, stolen, or damaged in the mail. In the event that you do not receive your diploma or it is damaged, you will be responsible for ordering a replacement copy and for all associated fees. Thank you for your understanding.

Office Use Only	
Received & Initials	Date Processed & Initials

