

GENESE0

Diploma Replacement Request Form

Geneseo Diploma Request Policy

1. Fax this form with Credit Card Information to (585) 245-5530 **OR**
2. Mail this form with your check/money order or credit card information to the address listed below.
3. **Replacement charge is \$15.00 per diploma.**
4. Allow 1-2 weeks for delivery.
5. Please indicate the address where the diploma is to be mailed.
6. Diplomas will be mailed out via first-class mail. For UPS overnight shipping, please indicate below (additional charges apply).

Name

Last

First

Middle

Geneseo ID #

Date of Birth

Month/Date/Year

Prior Name

(If you attended Geneseo under a different name, please indicate above.)

I graduated from Geneseo: Year

Major

I authorize issuance of diploma as indicated on this form.

Signature

Diploma Mailing Address:

PDF electronic diploma request - email recipient

Name

Address

City/State/Zip

Phone Number

/

E-mail Address

Diploma Payment Information:

MC

V

Card No.

3 Digit Security Code

Exp.

Amount

Signature

UPS Overnight Option **additional charge:**

\$25 Inside NY State

\$35 Outside NY State

\$50 International

Mail with Check/Money order made out to:

State University of New York at Geneseo

Office of the Registrar

1 College Circle

Geneseo, NY 14454

Fax to:

(585) 245-5530

Credit Card Information Required

Office Use Only

Date Received

Date Processed

Student Accts Receipt #