



# Stony Brook University

## 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: \_\_\_\_\_