

REQUEST FOR DIPLOMA MAILING OR PROXY PICK-UP

This page is only if you wish to have your diploma mailed or designating a proxy to pick up your diploma. Proof of Identification must be submitted with this form. **Proof of Identification:** Attach a copy of your Photo ID – Driver/Non-Driver’s License, Passport, Baruch ID, Etc. Diploma mailing or proxy pick-up request submitted without proof of identification will be denied. **Please print clearly** and fill in all portions of the form. Any question or comments please email us at DIPLOMAS@Baruch.cuny.edu

STUDENT INFORMATION

EMPLID (CUNYFirst ID)	XXX— XX— Last four digits SSN	/ / Date of Birth
Name: Last	First	MI
Name while attending (if different)		
Email Address		Daytime Phone
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		Degree and Date: _____

REQUEST FOR DIPLOMA TO BE MAILED

PLEASE NOTE: Diplomas mailed to addresses outside of the U.S. frequently takes several weeks to arrive from the date the Office of Registrar mails the diploma. It is strongly recommended that you authorize a proxy located in the New York City area to pick-up the diploma instead, if at all possible.

Address to which diploma should be mailed:

DESIGNATED PROXY

Proof of Identification: Attach a copy of your Photo ID – Driver/Non-Driver’s License, Passport, Baruch ID, Etc.

***PLEASE NOTE: Designated Proxy must have valid photo ID to pick-up diploma at the Registrar’s Office.**

Please print or type name carefully.

Proxy Name: _____

AUTHORIZATION

I authorize Baruch College, CUNY to mail my diploma to the above address or allow my proxy named above to pick-up my diploma.

Student’s Signature

Date

REGISTRAR USE ONLY	
Received by	Processed by
Initial:	Initial:
EFFECTIVE 10/2024	