

# DIPLOMA REQUEST FORM

WAGNER COLLEGE Office of the Registrar

One Campus Road, Staten Island, NY 10301

Email: [transcript@wagner.edu](mailto:transcript@wagner.edu) Phone: 718-390-3173 FAX: 718-390-3344

## Please read the following instructions:

- A Diploma will not be issued if you have an unpaid balance. Please contact the Bursar's Office at 718-390-3112 or [student.accounts@wagner.edu](mailto:student.accounts@wagner.edu) with questions regarding balances.
- Each diploma copy costs \$50. The Diploma request form must be accompanied by confirmation of payment which can be sent via email, fax or mail.
- Online payments must be made with a credit card. Go to: <http://wagner.afford.com/PayNow?StoreId=235>

## Please Print:

\_\_\_\_\_ (Last name) (First name) (Middle initial)

Name while attended Wagner \_\_\_\_\_

\_\_\_\_\_ (Street) (City) (State) (Zip Code)

\_\_\_\_\_ (Area code) (Telephone Number) (Email)

Student ID # \_\_\_\_\_ OR Social Security Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Dates Enrolled: From (Month/Year) \_\_\_\_\_ To (Month/Year) \_\_\_\_\_

Degree Awarded on (Month/Year) \_\_\_\_\_

Mail to the address below: (Please print clearly):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*Please allow approximately 4 Weeks to Receive\*\*\***

Signature \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only:

Date Received \_\_\_\_\_

Date Ordered \_\_\_\_\_

Additional Comments: