



Office of the Registrar
Registrar@saybrook.edu

DIPLOMA ORDER FORM

This form is for students who wish to order or re-order a diploma.

INSTRUCTIONS: Fill out the information below, including your signature. Email the document as an attachment to Registrar@saybrook.edu.

SECTION I: TO BE COMPLETED BY STUDENT

Student Name <i>(on student record):</i>	
Student Name <i>(as it should appear on the diploma*):</i>	
Address <i>(where diploma will be mailed):</i>	
Phone Number:	
Email Address:	
Program (MA/PhD):	
Date Degree Conferred <i>(please estimate if unsure):</i>	

*Diploma name must be legal name or common nickname. May not include titles or educational/professional suffixes.

I would like my diploma reproduced:

- As soon as possible for a fee of \$75:
- In the next production cycle at the end of the semester (typically May, August, and January) for a fee of \$50:

Payment Information:

Type of Credit Card:	<input type="checkbox"/> Visa <input type="checkbox"/> American <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> JCB
Credit Card Number:	
Expiration Date:	
3 Digit Security Code:	
Billing Address:	

Student Signature <i>(approves charge and order):</i>		Date:	
---	--	--------------	--

SECTION II: TO BE COMPLETED BY SAYBROOK/TCS STAFF

FOR OFFICE USE ONLY					
Registrar Processed:		Date Received:		Date Ordered:	
Student Accounts Processed:		Date:			