



Office of the Registrar  
Registrar@saybrook.edu

### DIPLOMA NAME AND ADDRESS CONFIRMATION FORM

This form is for students who are about to graduate and would like to confirm their name and address where they would like their diploma sent. (Students who need to re-order a diploma should use the Diploma Order Form.)

**INSTRUCTIONS:** Please provide the following information to ensure we have the correct information to use for the printing of your diploma and publication of the Commencement Program.

#### SECTION I: TO BE COMPLETED BY STUDENT

<b>Student Name</b> <i>(on student record):</i>	
<b>Student Name*</b> <i>(as it should appear on the diploma):</i>	
<b>Title of Dissertation, Project, Thesis, or Capstone Essay:</b>	
<b>Address**</b> <i>(where diploma will be mailed):</i>	
<b>Program (MA/PhD):</b>	
<b>Date Degree Conferred</b> <i>(please estimate if unsure):</i>	

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

\*\*Please be sure the destination will be able to accept a package roughly 11 x 14 inches and is protected from the elements.

<b>Student Signature:</b>		<b>Date:</b>	
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#### SECTION II: TO BE COMPLETED BY SAYBROOK/TCS STAFF

FOR OFFICE USE ONLY			
<b>Registrar Processed:</b>		<b>Date Received:</b>	