

# 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 [stuaccts@wagner.edu](mailto:stuaccts@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. Please see link for payment portal <https://payit.nelnet.net/form/w8BfBbZx>

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

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

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

**Please indicate how you would like your name displayed on your diploma (on line below):**

## Dates Enrolled:

From/To (Month/Year) \_\_\_\_\_

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

Mail to the address below: (Please print clearly)

Signature X \_\_\_\_\_

For Office Use Only:

Date Ordered