

OFFICE OF THE REGISTRAR - DEGREE AUDIT UNIT • 695 PARK AVENUE/ROOM 217HN • NEW YORK, NY 10065 DEGREE.AUDIT@HUNTER.CUNY.EDU

DIPLOMA MAILER

PLEASE COMPLETE THE INTRUCTIONS AS FOLLOWS AND MAIL TO THE ADDRESS ABOVE. REQUESTS TAKE 2 – 4 WEEKS TO PROCESS (4 – 6 WEEKS IF YOU GRADUATED BEFORE 1981)

YOU MUST INCLUDE THE FOLLOWING ATTACHMENTS:

- PROOF OF IDENTIFICATION: ATTACH A COPY OF YOUR PHOTO ID (E.G. DRIVER/NON DRIVER'S LICENSE, PASSPORT, HUNTER COLLEGE ID CARD, ETC.)
- POSTAGE FEES: YOU MAY CHOOSE ONE OF THE FOLLOWING OPTIONS:
 - 1. DOMESTIC U.S./ ALL U.S. TERRITORIES: \$2.07 (STAMPS ONLY! NO PERSONAL CHECKS ACCEPTED!)
 - 2. ALL INTERNATIONAL TERRITORIES: \$5.00 (U.S. STAMPS OR MONEY ORDERS IN U.S. CURRENCY ONLY! **NO PERSONAL CHECKS ACCEPTED!**)
 - 3. COURIER SERVICE: PREPAID USPS MAILING ENVELOPES ONLY (AT LEAST 8 X 11 IN SIZE)

INCOMPLETE MAILERS WILL BE RETURNED.

PLEASE CAREFULLY READ THE FOLLOWING STATEMENT AND SIGN BELOW I ACCEPT RESPONSIBILITY FOR THE CONDITION IN WHICH MY DIPLOMA WILL BE RECEIVED, PROVIDED REASONABLE CARE HAS BEEN TAKEN IN MAILING THE DOCUMENT. SIGNATURE OF ALUMNUS **DATE** PLEASE FILL OUT THE INFORMATION BELOW NAME: LAST, FIRST, MIDDLE (AS STATED ON YOUR HUNTER RECORD) SOCIAL SECURITY NUMBER E-MAIL ADDRESS TITLE OF DEGREE AWARDED DATE OF DEGREE AWARDED

For Office Use Only			
Date Received	Initials	Date Processed	Initials

CITY, STATE, ZIP

NAME

ADDRESS

ADDRESS

MAILING ADDRESS