



# ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

Office of the Registrar  
 180 Remsen Street, Brooklyn Heights, New York, 11201  
 Phone: (718) 489-5242 Fax: (718) 489-2059

## DIPLOMA MAILING REQUEST

PLEASE PRINT ALL INFORMATION CLEARLY:

ID#	LAST NAME	FIRST NAME	MI.
MAJOR	DEGREE	DEGREE DATE	TODAY'S DATE

I am unable to pick up my St. Francis College diploma at this time. Please mail my diploma to the address listed below. I understand my diploma can only be mailed to a **domestic destination in the U.S.**, and will be certified mail with a return receipt which I am required to send back to:

St. Francis College  
 Office of the Registrar  
 180 Remsen Street  
 Brooklyn, NY 11201

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

FOR OFFICE USE ONLY	ACCOUNT CLEARED ____	PICKUP ____ MAILED ____
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