

Diploma replacements must be requested in writing and cost \$50. Please allow 3-4 weeks for processing. Please contact the Bursar Office to make payment: Bursar@ftc.edu or 631-656-2115.

NOTE: An official photo ID is required to request a diploma replacement. Please include a picture of your photo ID when you submit this form. List of acceptable photo IDs are: current driver's license or state ID, university/college issued ID, government issued military ID, or passport.

1. Please fill in your information										
Name						FTC ID # or LAST 4 OF SSN				
Current Address										
City						State		Zip Code		
Phone									Email	

2. Spell name EXACTLY as it should appear on diploma:

3. How would you like to receive your diploma?		
<input type="checkbox"/>	Pick Up in Registrar Office (Bring Photo ID)	
or		
<input type="checkbox"/>	By Mail	
Address (if different than address above)		
City	State	Zip Code

Signature		Today's Date	M	M	D	D	Y	Y	Y	Y

To return completed form:

Mail: Five Towns College, Attn: Registrar's Office, 305 N. Service Road, Dix Hills, NY 11746-5871

Email: registrar@ftc.edu

Fax: (631) 656-2172