

Diploma Pick Up Request

Instructions

1. Bring this form in person to the Office of the Registrar on the Long Island or New York City campus. Mailed, faxed, or e-mailed forms will not be accepted.
2. There are two pick up options: a student can pick up the diploma themselves or a student can authorize an individual to pick up their diploma. Choose one option.
3. A current passport, driver's license, state ID, or New York Tech student ID is required to pick up.

Student Information

Student ID	Last name	First name
Date of birth		
Degree		Graduation date
Telephone number to best reach me		Email address

Student Pick Up

I, the undersigned, hereby acknowledge receipt of the above-named New York Institute of Technology diploma.

Pick up location Long Island New York City Pick up date _____
Student's signature _____ Date _____

Authorized Individual Pick Up

I, the undersigned, hereby authorize the individual below to acknowledge receipt of the above-named New York Institute of Technology diploma.

Student's signature _____ Date _____

Authorized individual name: *please print*

Last _____ First _____ Middle _____

Pick up location Long Island New York City Pick up date _____

Authorized individual signature _____ Date _____