



# ST FRANCIS COLLEGE

Office of the Registrar  
179 Livingston Street, Brooklyn, New York, 11201  
Phone: (718) 489-5242 Fax: (718) 489-2059  
Email: [registrar@sfc.edu](mailto:registrar@sfc.edu)

## 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 will be sent via certified mail which requires a signature receipt which I am required to send back to:

St. Francis College  
Office of the Registrar  
179 Livingston Street  
Brooklyn, NY 11201

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return via email to [registrar@sfc.edu](mailto:registrar@sfc.edu)

FOR OFFICE USE ONLY	ACCOUNT CLEARED ____	MAILED ____
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