



TOURO COLLEGE

Office of the Registrar 27-33 West 23rd Street New York NY 10010

Tel: (212) 463-0400 Fax: (212) 463-9259

Certificate/Diploma Release

In order for us to release your certificate/diploma, you must obtain clearance from the Office of the Bursar. Please mail or bring this form to the Office of the Bursar at the above address for clearance, then to the Office of the Registrar to pick up your certificate/diploma.

Congratulations on your achievement!

PLEASE PRINT

I, Student Name _____
First Last Middle/Maiden

Social Security # _____, Touro I.D. # _____, having attended and graduated from the (check one):

- College of Liberal Arts & Sciences
- School of Career & Applied Studies
- School of General Studies
- Graduate School of Education and Psychology
- Graduate School of Judaic Studies
- School of Health Sciences
- Touro Computer Center
- School for Lifelong Education
- International School of Business
- Institute for Professional Studies
- Other _____

with my (check one):

Certificate AA AS BA BS MA MS Other _____ degree,

hereby request the release of my certificate/diploma by mail by hand to:

myself, or (name) _____, designated by me.

IMPORTANT: To have your certificate/diploma released to anyone else, you must submit a letter stating your request, and the name of the designee to the Office of the Registrar along with this form. Your certificate/diploma will not be released without this letter.

Please mail my certificate/diploma to:

Address _____ Apt. # _____

City _____ State _____ Zip _____

Thank you.

Student signature _____ Date _____

Bursar clearance and signature _____ Date _____

Certificate/Diploma received by (please sign) _____ Date _____

Certificate/Diploma released by Office of Records (please initial) _____ Date _____