

## DUPLICATE DIPLOMA REQUEST FORM

You may pay for a duplicate diploma using your VISA, MasterCard, American Express or Discover credit card. If you choose to pay in this manner, you may download this form and **fax it to: 212.924.7600**. Or, you may **mail this form to: Swedish Institute, 226 W. 26<sup>th</sup> St., New York, NY 10001, Attention: Claudia**. The current fee for a duplicate diploma is **\$50.00**. (Note: If you live outside the continuous 48 states, the fee may be higher. Please call the Registrar's Office for the exact price.)

**Please complete the following information:**

Date: \_\_\_\_\_ Month/Year of Graduation: \_\_\_\_\_

Name while in attendance: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please check one:  Massage Therapy  Acupuncture  Personal Training

**Credit Card Information: (check one)**

Visa  Master Card  American Express  Discover

Card #: \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

CVV # \_\_\_\_\_ (The CVV number is the last 3 digits on back of card located in the signature panel.)

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
Mail Diploma To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OR**

Call me at \_\_\_\_\_ when the diploma is ready to pick up.

.....  
**Signature** \_\_\_\_\_

Please note that we cannot complete your request without remittance and signature. Additionally, if you have an outstanding balance with the school, we will not be able to process your request. If you suspect this is the case, please contact the Bursar at (212) 924-5900 ext. 119.

Requests usually take about 2 weeks to process.