

OCEAN COUNTY COLLEGE OFFICE OF REGISTRATION & RECORDS College Drive • P.O. Box 2001 Toms River, NJ 08754-2001 PHONE 732,255.0304



## TYPE OR PRINT CLEARLY IN INK. PLEASE COMPLETE ALL FIELDS.

Name			
	First I	Middle	Last
MAILING ADDRESS			
Street			
City		_StateZip	
Cell Phone		Home Phone	

I authorize Ocean County College to mail my diploma to the above address. I understand that Ocean County College will be unable to reprint my diploma if it gets lost or damaged in the mail.

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S	la	na	tu	re

Date

To receive your diploma through the mail, please fill out, sign, and date this form, then return it to Ocean County College via one of the following four methods:

- EMAIL: Scan your completed form and email to **registrar@ocean.edu** *please type "Permission to Mail Diploma" in the Subject line*
- FAX: Your completed form may be faxed to 732-864-3849
- IN-PERSON: Deliver this form to the Office of Registration & Records on the first floor of the Administration Building (#9)
- MAIL: Send your completed form to Office of Registration & Records Ocean County College P.O. Box 2001 Toms River, NJ 08754-2001

NOTE: Diplomas will be mailed within one month after your degree has been conferred.