

## **International Diploma Mailing – Important Information Regarding COVID-19**

Due to widespread transportation cancellations and restrictions related to COVID-19, the United States Postal service has temporarily suspended international mail services to a number of countries.

In anticipation of these restrictions affecting our Spring 2020 diploma mailing, the University plans to temporarily hold **international diploma shipments** until we receive notice that the US Postal service can resume international mailing. It is currently unknown how long these suspensions will be in place.

The University expects to order diplomas for Spring 2020 degree recipients beginning in early June 2020.

If you intended to have your diploma shipped **internationally** to your permanent or degree address on file with the University, please consider one of the following options:

**1. Change your degree address to an address within the United States.**

If you will remain in the United States, or have a friend or family member residing in the United States that you would like to receive your diploma, you may create an alternate “degree address” via MyUAlbany. Please refer to the instructions [HERE](#) to update your degree address. You must create the alternative degree address by **Wednesday, May 20, 2020** to prevent delays in processing.

**2. Request to pick up your diploma in person.**

If you would like to pick up your diploma **in person** at the Registrar’s Office (Campus Center B52), you must email [degreeservices@albany.edu](mailto:degreeservices@albany.edu) from your @albany.edu email to make a request by **Wednesday, May 20, 2020**.

At this time, we are unable to provide a date when we expect to return to campus. An email will be sent to students choosing the pick-up option indicating when the diploma will be available for pick-up. Photo identification will be required. If you choose to pick-up your diploma in person, you **may not** request to have it shipped to you at a later date. Instead, you will be required to place an additional order (\$25).

**3. Have your diploma temporarily held until International shipping can resume.**

If you do not change your degree address to an address within the United States or request to pick up your diploma in person, your diploma will be held until we receive notice that the United States Postal Service can resume international shipments.

Please ensure that your permanent address is accurate or create a degree address via MyUAlbany by **Wednesday, May 20, 2020**.

Regardless of how students choose to receive their diploma, proof of degree completion can be obtained via an [Official Transcript](#) or through our degree verification service with the [National Student Clearinghouse](#).

Our Apostille process has been temporarily suspended due to COVID – 19, therefore, we are unable to notarize transcripts and diplomas at this time.

If you have any questions, you may email [degreeservices@albany.edu](mailto:degreeservices@albany.edu).