



Diploma Reprint Request

1. Student Information

Form with fields: First Name, Middle Name, Last Name, Maiden/Former Name, SSN or Student ID #, Birth Date, Cell Phone, Email Address

Note: The name printed on the diploma will reflect the University's official records. If you are requesting a different name, please provide a copy of your driver's license and check the "change requested" box.

[] Change requested: Please change my official contact information to reflect all information given above.

2. Name to Appear on Diploma:

Empty text box for name to appear on diploma

3. Degree Information

Form with fields: Level of Completion (i.e. B.S. / M.A.), Year and Month of Graduation, Title of Program (i.e. English, Intercultural Studies)

Reissued diplomas adhere to the current format, and they bear the signatures of the current university officers, NO EXCEPTIONS. A reissue statement appears on all reissued diplomas.

4. Request Details

\$40.00 per copy # [] copies requested

5. Delivery Method

[] Standard USPS [] Hold for pick-up from the Registrar' Office.

Form with fields: Name, Address, City, State/Province, Zip, Country

6. Signature

Empty text box for signature

Office Use Only table with fields: ID #, Amount billed, Payment received

7. Payment Information

of diploma(s): [] Total: []

- [] Visa
[] MasterCard
[] Discover Card

Form with fields: Credit Card Number, Expiration Date, Credit Card Signature