



**DIPLOMA REORDER FORM**

The cost to reorder a diploma earned during or after Spring 2011 is \$50. Diplomas earned prior to Spring 2011 cost \$25 to reorder due to the smaller sizes. If an upgrade to the larger size is desired, the full \$50 fee will be charged. Please allow two to four weeks for the production of the diploma.

Student Name: \_\_\_\_\_

Student ID or SSN#: \_\_\_\_\_

Diploma Name: \_\_\_\_\_  
(print name exactly as it should appear on your diploma)

Degree(s) Earned: \_\_\_\_\_

Diploma Date: \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Reason for Requesting: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_ Payment: \$25 \_\_\_\_\_ \$50 \_\_\_\_\_ \$10 \_\_\_\_\_

Date Printed: \_\_\_\_\_ Initial: \_\_\_\_\_ Date Mailed to Student: \_\_\_\_\_ Initial: \_\_\_\_\_

Notes/Check#: \_\_\_\_\_