



# DIPLOMA DELIVERY CHANGE REQUEST

Complete this form, and submit to the Registrar's Office **no later than** the last day of finals week in your graduating semester. Submissions may be made in person, via fax, mail or e-mail. Diplomas are usually available four to six weeks after the last day of your graduating semester.

\_\_\_\_\_  
Name (Last, First, Middle) \_\_\_\_\_  
Student ID

\_\_\_\_\_  
College (School of Education, School of Business etc.) \_\_\_\_\_  
Degree

\_\_\_\_\_  
Major \_\_\_\_\_  
Graduation Date

**Please indicate how you wish to receive your diploma:**

I will pick up my diploma at the Registrar's Office.

I authorize \_\_\_\_\_ to pick up my diploma for me at the Registrar's Office.

I would like the Registrar's Office to mail my diploma to me at the following address.

Domestic Address (within the United States)

International Address

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2 (Apt, Ste, Attn)

\_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip

\_\_\_\_\_  
Country

Student E-mail \_\_\_\_\_

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

\_\_\_\_\_  
Date

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## FOR COMPLETION ONLY BY OFFICE OF THE REGISTRAR PERSONNEL.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date student notified