



Diploma Order Form

Please complete and return the Diploma Order Form at least one week following your defense date to:

Denise Jenkins, 1300 York Avenue, A-131.

All diplomas are sent via postal mail, first-class for domestic (US) mailing and airmail for international mailings. Please allow 30 days from the mailing date to receive your diploma.

- May diplomas will be mailed to the home address in mid to late June.
- August diplomas will be mailed to the home address in mid to late September.
- December diplomas will be mailed to the home address in med to late January.

Please print your **LEGAL** first name, middle (optional) and last name. If your first or last name are different than what is currently on record, you will need to contact the Office of the Registrar to submit the Name Change Form and original supporting documentation. Your legal name will be used on your final transcript and the name under which your academic records will be stored, and that name cannot be changed after your conferral date. Your name as listed below will also be printed in the Commencement Program.

If you do not want your name to appear in the Commencement programs, please check this box

LEGAL NAME TO APPEAR ON DIPLOMA:

Last Name

First Name, Middle (optional)

Conferral Date:

Type of Degree: PhD MS Terminal Masters

Program

Please provide the mailing address where you would like your diploma to be sent as well as a telephone number and an email address where you can be contacted after your conferral date.

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

9/2014 **Office Use Only:**
Rvd: _____ Order date: _____ Order # _____