



Diploma Order

Please complete the following information, sign the form and **mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77204-2027**, or submit in person to the Welcome Center Registration and Academic Records customer service counter.

A fee of \$25.00 for each additional diploma is required for the diploma order to be processed. Please include a check or money order payable to the *University of Houston*.

****Allow three to four weeks for delivery.**

Student ID Number _____ Date of Birth _____

Email Address _____ Phone Number _____

Please indicate the quantity of diplomas requested with this form (\$25 per diploma): _____

Name as listed on university records:

First _____ Middle _____ Last _____

Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.)

First _____ Middle _____ Last _____

Date of Graduation: _____ Semester: _____ Year: _____

Degree received _____ Honors (if any) _____

College _____ Major _____

Diploma Shipment Address: _____

Student Signature (required) _____ Date: _____

Please select reason for diploma order

Duplicate Original Never Received Original Lost/Damaged Incorrect information on original

Other (explain) _____

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

RAR office use only: MSOD: _____

DODSD: _____

Comments: _____