Diploma Order

UNIVERSITY OF HOUSTON

Please complete the following information, sign the form and **mail to Office of the University Registrar, Houston, Texas 77204-2027, or submit in person to the Welcome Center Office of the University Registrar customer service counter.**

Note: The names and signatures of the Board of Regents Chair, Dean, and/or President may differ based on your graduation date. Duplicate Diplomas will be reproduced with the name and signatures of the current Board of Regents Chair, Dean, and President. The Office of the University Registrar cannot print diplomas with former/past Board of Regents Chairs, Deans, and Presidents.

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."

OUR office use only: MSOD: _____ DODSD: _____

Comments: _____