



### Diploma Reorder Form

Payment in the amount of \$50 per diploma must be included with your request.

STUDENT INFORMATION											
Student Name				Student ID Number							
				G							
Home Phone Number			Cell Phone Number			or Social Security Number					
Graduation Date								Honors			
								<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Mail		<input type="checkbox"/> Hold for Pick-up		Payment:		<input type="checkbox"/> Check		<input type="checkbox"/> Cash		<input type="checkbox"/> Money Order	
<b>Reason for reorder:</b>											
<b>Name as you wish it to appear on your diploma*:</b>											
<p><b>*We can only issue a diploma under the legal name we have on file for you. If your name has changed, you must also submit a <a href="#">Change of Name and Address Form</a> along with an original official or certified marriage certificate, divorce decree or order granting adult name change. No exceptions will be made.</b></p>											
If mailing:  _____ <b>Issued To</b>  _____ <b>Address</b>  _____ <b>Address</b>  _____ <b>City            State            Zip</b>					<p>NOTE: Your replacement diploma will include the following verbiage on the bottom left corner: "Copy # of #" (i.e. Copy 1 of 1). <u>This verbiage may be visible in some frames and require matting to cover.</u></p> <p>If you have requested that your diploma be mailed to our office, you will be notified by email when it is ready for pickup.</p>						
<b>Signature</b> _____							<b>Date</b> _____				
<b>By way of my signature, I authorize release of my requests(s) as indicated above.</b>											

**Please mail or fax completed form to:**

South Texas College of Law Houston 1303 San Jacinto Street Houston, TX 77002 Attn: Registrar's Office  
Fax: 713-646-2939

#### Office Use Only

**Processed by:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_