



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		E-mail Address					Honors		
							<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Mail <input type="checkbox"/> Hold for Pickup			Payment: <input type="checkbox"/> Online <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order						
Reason for reorder:									
Name as you wish it to appear on your diploma*: <p><i>*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 Change of Name and Address Form along with an original official or certified marriage certificate, divorce decree or order granting adult name change. No exceptions will be made.</i></p>									
If mailing: _____ Issued To _____ Address _____ Address _____ City State Zip					<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>				
Signature _____					Date _____				
<p>By way of my signature, I authorize release of my requests(s) as indicated above. Please mail or fax completed form to: South Texas College of Law Houston, 1303 San Jacinto Street, Houston, TX 77002 Attn: Student Enrollment Services Fax: 713-646-2939</p>									

Office Use Only

Processed by: _____

Date: ____/____/____