



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>*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.</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 _____					
By way of my signature, I authorize release of my requests(s) as indicated above.										

Office Use Only

Processed by: _____

Date: ____/____/____

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