Diploma Order Form

University of Houston-Downtown: Registrar's Office
One Main Street, Ste N330 ph: 713-221-8999
Houston, TX 77002 fax: 713-223-7438
uhdgraduation@uhd.edu

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Diploma Order Form Steps Student UHD ID Number Complete Diploma Order Form. 1 Pay Diploma/Graduation Fee with the Cashier's 2 Office. (In Person, via Fax, or via Mail) Submit Diploma Order Form with Receipt of 3 Payment to the Registrar's Office N-330. Contact the advisor in your department for Print your name, left to right, in the **exact order** it should appear on your diploma. questions relating to Graduation. (i.e.: FIRST MIDDLE LAST or FIRST MI LAST or FIRST LAST) Please note that the name entered here must match your name as it appears in your academic records. To update your name, please submit a Change of Name Request Form with proper documentation along with this form. Please provide a mailing address to where you would like you diploma to be sent. Number/Street/Apt Zip Code City State **Graduation Term** How many diplomas do you wish to order? \$50.00 per diploma Degree (1) Major (1) Major (2) Degree (2) (Only Majors indicated on Diploma) **Email Address Cell Telephone Home Telephone Student Signature Date** Please take form to Cashier's Office, One Main Building S310 for payment. Submit payment receipt to the Registrar's Office to complete diploma request.

FOR CASHIER'S OFFICE Graduation Term:			Fee to C	Fee to Charge:		Post Payment to: <u>GRAD</u>				
FOR OFFICE USE ONLY										
Receipt No.		Holds:	ACTIVE	CLEAR		Application Status:	so	UA	GA	
Amount Paid:		Reorders:	YES	NO		Received By:				
		Honors:	CL	MCL	SCL	Processed by:				