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 uhdrecords@uhd.edu



		Diploma Order Form Steps
Student UHD ID Number	1	Complete Diploma Order Form.
	2	Pay Diploma/Graduation Fee with the Cashier's Office. (In Person, via Fax, or via Mail)
	3	Submit Diploma Order Form with Receipt of Payment to the Registrar's Office N-330.
Print your name, left to right, in the exact order it should appear on your diploma.	4	Contact the advisor in your department for 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									
City			State	Zip Code					
							М	onth	Year
How many diplomas do you wish \$50.00 per diploma			Ant	icipated Graduat	ion Date				
Degree (1)		M	ajor (1)						
Degree (2)		M	ajor (2)						
(Only Majors indicated on Diploma)									
Email Address:									
Cell Telephone Area Code Home Telephone	Cell Number]		FOR OF	FICE L	JSE ON	LY
Student Signature	Da	ate							
	F	OR OFFI	CE USE O	NLY					
Graduation/Diploma fee:	Holds:	ACTIVE	CLEAR		Application Status:	so	AF	UA	GA
Receipt #:	Reorders:	YES	NO		Received By:				
Amount Paid:	Honors:	CL	MCL	SCL	Processed by:				