



## Diploma Mailing Request/Duplicate Diploma Order

**Order Type:** (Complete form in black or blue ink or online)

- Mailing of Original Diploma: \$25.00 within the U.S. (\$40.00 international mail)
- Duplicate/Reprint of Diploma: \$40.00 (includes mailing)

Name: \_\_\_\_\_ OSU ID #: \_\_\_\_\_  
*Last First Middle*

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Diploma Mailing Address: \_\_\_\_\_ Full Name on Diploma, if different from above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Graduation Year: \_\_\_\_\_ List major(s): \_\_\_\_\_

Check Term:  \_\_\_\_\_  Fall  Winter  Spring  Summer

Check Degree Type:  Bachelor's  Master's  PhD  PharmD  DVM Other \_\_\_\_\_  
*Specify*

Check College:

- |   |   |
|---|---|
| <input type="checkbox"/> Agricultural Sciences                  | <input type="checkbox"/> Graduate School                  |
| <input type="checkbox"/> Business                               | <input type="checkbox"/> Liberal Arts                     |
| <input type="checkbox"/> Earth, Ocean, and Atmospheric Sciences | <input type="checkbox"/> Pharmacy                         |
| <input type="checkbox"/> Education                              | <input type="checkbox"/> Public Health and Human Sciences |
| <input type="checkbox"/> Engineering                            | <input type="checkbox"/> Science                          |
| <input type="checkbox"/> Forestry                               | <input type="checkbox"/> Veterinary Medicine              |

**Student's Signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The student must sign this form. Digital signatures are NOT accepted.*

**Mail request form and check or money order (made payable to OSU) to the OSU Registrar's Office.**

**Please Note:**

Diplomas are mailed after conclusion of the degree clearance process, approximately 6 to 8 weeks following the end of term. For previous terms of completion or duplicate diplomas, diplomas are mailed approximately 2 to 3 weeks following receipt of your order.

Diplomas will be available to pick up at no cost at the Registrar's Office, approximately 3 weeks after conclusion of the degree clearance process. Fill out the [Diploma Release Request](#) form to authorize someone else to pick up your diploma.

If you wish to receive your diploma at the Spring Commencement ceremony, please do not request mailing services

Office Use Only			
Payment Amount: _____	Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> Check	Check Number: _____	Initials: _____
Date Billed: _____	Date Mailed: _____	Initials: _____	
Amount Billed: _____	Charge Code: _____		