

How-to Order a Diploma (Visual Guide):

Your initial email from Michael Sutter/Diplomatic will look like this:



A Simple and Secure way to order your Diploma

OSU Diploma Login

Order your Diploma or eDiploma easily online

Dear Eileen,

Congratulations on receiving your Bachelor of Science from Oregon State University.

Ordering only takes a few minutes...

- Your Diploma will be printed and mailed in 1 to 2 days.
- Receive your eDiploma, A Signed and Certified PDF in minutes!

OSU Diploma Login

Secure ID: 9092916-2oy4fh

Your Secure ID is needed to order your Diploma or eDiploma.

You should keep this Secure ID private.

Name on Diploma: **Eileen Test Person Registrar**
Institution: **Oregon State University**
Degree: **Bachelor of Science**
Graduation Date: **March 20, 2020**
Other Detail: **Business Administration**
Diploma Size: **8.5x11**

If your E-Mail program does not support clicking the button above,
then simply visit our web site at
<https://www.michaelsutter.com/diploma>
Then enter your Secure ID: 9092916-2oy4fh

The Michael Sutter Company

Michael Sutter Company | 855 South 430 West | Heber City | UT | 84032

Once you click 'OSU Diploma Login,' you will be directed to a page where you will enter the Secure ID code you received:



A Simple and Secure way to order your Diploma

Your Secure ID is in the email you just clicked

Copy and paste the last 6 characters of your Secure ID.

Secure ID

9092916 -

Login 

Diploma to be mailed.



Name on Diploma: Eileen Test Person Registrar
Institution: Oregon State University
Degree: Bachelor of Science
Graduation Date: March 20, 2020
Other Detail: Business Administration
Diploma Size: 8.5x11

Once you login, you will be asked to confirm your diploma mailing address. You will see this if this is your first time ordering your diploma. If you wish to pick up your diploma in the Office of the Registrar on the Corvallis campus, mark the box that says, "I would like to pick up my diploma instead."

Eileen, update your diploma mailing address and contact info.
We will then mail your diploma to you.

Current Diploma Info:

Country

Street Address

Apt, Suite, Bldg, c/o

City

State

Zip

Email

Confirm Email

Phone

Cancel

Update Info

☐ I would like to pickup my diploma instead.

Diploma to be mailed.



Name on Diploma: Eileen Test Person Registrar
Institution: Oregon State University
Degree: Bachelor of Science
Graduation Date: March 20, 2020
Other Detail: Business Administration
Diploma Size: 8.5x11

If you mark that you would like to pick up your diploma instead, you will see a screen asking you to confirm your email and phone number so that we may contact you once it arrives.

Eileen, because you are picking up your diploma at our office, we need your email and phone to contact you when your diploma is ready for pickup.

Email

Confirm Email

Phone

☒ I would like to pickup my diploma instead.

Diploma to be mailed.



Name on Diploma: **Eileen Test Person Registrar**
Institution: **Oregon State University**
Degree: **Bachelor of Science**
Graduation Date: **March 20, 2020**
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After updating your address, you will receive confirmation of the address to which the diploma will be sent.

Updated successfully to...

102 Kerr
Corvallis OR 97331

graduation@oregonstate.edu
5415551212

Your diploma will be mailed in 9 business days. You will receive an email indicating it was mailed via USPS First-Class Mail.

[Update Info](#)

Diploma to be mailed.



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If you have already ordered your original diploma, you will see a screen to order duplicate paper diplomas. If you wish to order an eDiploma, click the button in the top right-hand corner that says, "Order My eDiploma."

Quantity | Contact Information | Shipping Address | Shipping Type | Payment | Order History

Eileen, ordering your diploma will only take a few moments.
After completing just a few steps, you will be able to choose
Standard Shipping or Express Shipping.

Select Diploma quantity (\$36.00 each)

- ☒ 1: \$36.00
- ☐ 2: \$72.00
- ☐ 3: \$108.00
- ☐ 4: \$144.00
- ☐ 5: \$180.00

[Next](#)

Need an eDiploma?

Used for convenient verification purposes.



[Order My eDiploma](#)

Diploma to be ordered.



Once you click "Order My eDiploma, you will see this screen, asking for your email and payment information.

Eileen, order your eDiploma for only \$8 for Life!


Why do I need A Signed and Certified PDF of my diploma?

- You can Email your eDiploma for verification purposes for Job Interviews, Bank Verifications, etc.
- Receive your eDiploma immediately for urgent verification.
- Your eDiploma is an official and legal electronic document.
- Your eDiploma is a **high resolution** color image of your actual diploma.
- Share your accomplishment with family and friends.
- Read more about your eDiploma as a **Signed and Certified PDF**.

Payment Information

Email

Confirm Email

Credit Card # 

Exp Date Mo Year

Name on Card

Billing Street

Billing Zip

CVV Security Code What is CVV Security Code?

Next

Need a paper diploma?

Order Additional Diplomas



The "Adobe Blue Ribbon" indicates that your eDiploma is a **Signed and Certified PDF**.

Certified by Document Certification Services <certified@michaelsutter.com>, Michael Sutter Company, certificate issued by GlobalSign SHA256 CA for Adobe.



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Your eDiploma will be emailed to you as a high resolution color Adobe Certified PDF file. If you ever lose your eDiploma PDF file, you can always log back in and