



### Diploma Mailing Request

**This form is for original diplomas only for those students who graduated before Summer 2019.** Complete form in black or blue ink.

Mailing of Original Diploma: \$25.00 within the U.S. (\$40.00 international)

**Student Information:**

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

Telephone (provide international phone number for international mailings): \_\_\_\_\_

Email: \_\_\_\_\_ Name used while at OSU, if different: \_\_\_\_\_

**Diploma Mailing Address:**

Name: \_\_\_\_\_

Street Address or PO Box: \_\_\_\_\_

City/Province/Township, State, Zip Code: \_\_\_\_\_

Country (if outside USA): \_\_\_\_\_

**Diploma Information:**

Graduation Year: \_\_\_\_\_ Term:  Fall  Winter  Spring  Summer List Major(s): \_\_\_\_\_

Check Degree Type:  Bachelor's  Master's  PhD  PharmD  DVM

Check College:

- Agricultural Sciences  Business  Earth, Ocean, and Atmos. Sciences
- Education  Engineering  Forestry
- Graduate School  Liberal Arts  Pharmacy
- Public Health and Human Sciences  Science  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:**

Original diploma requests are mailed approximately 2 to 3 weeks following receipt of your order. If you need multiple copies, duplicates, or reprints of your diploma(s), please use the request process outlined [here](#).

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