



## Diploma Reorder Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

Check the degree that you completed \_\_\_\_\_ Date Degree Was Earned \_\_\_\_\_

\_\_\_\_ EdD \_\_\_\_ DPT \_\_\_\_ EdS \_\_\_\_ CAGS \_\_\_\_ MA \_\_\_\_ MAT \_\_\_\_ MBA \_\_\_\_ MEd \_\_\_\_ MS \_\_\_\_ BA \_\_\_\_ BS \_\_\_\_ BFA \_\_\_\_ Certificate

Major \_\_\_\_\_ Concentration/Option \_\_\_\_\_

Major \_\_\_\_\_ Concentration/Option \_\_\_\_\_

Print your name exactly (including capitalization) how you would like it to be displayed on your Diploma

Name \_\_\_\_\_  
First name Middle Last name

**If the name to be printed on the Diploma differs from your name when you were a student (usually due to a name change), please provide us with your previous name and include documentation of the name change (marriage certificate, driver’s license, etc) with your order.**

Previous name at time of graduation \_\_\_\_\_  
First name Middle Last name

Please check how you would like to receive your Diploma: **Mail** **Pick-up**

If you selected pick-up, we will hold your diploma in the Office of the Registrar until you can come and claim it. If you selected mail, please provide us with your complete current mailing address below.

Street \_\_\_\_\_ City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**The cost is \$45.00 per diploma and the normal processing time is 6-8 weeks.**  
**Please include your check or money order made payable to Plymouth State University and mail to:**

- Plymouth State University,
- Registrar’s Office/ Degree Auditor,
- 17 High Street, MSC #7, Plymouth, NH 03264

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the registrar’s office in Spere via the methods noted below.

Processed by: _____	Date _____	4/2022
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