



## Diploma Reorder Form

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

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

Check the box in front of the degree that you completed: Date Degree Was Earned: \_\_\_\_\_

\_\_\_\_ EdD \_\_\_\_ DPT \_\_\_\_ EdS \_\_\_\_ CAGS \_\_\_\_ MA \_\_\_\_ MAT \_\_\_\_ MBA \_\_\_\_ Med \_\_\_\_ MS \_\_\_\_ APB \_\_\_\_ 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 select pick-up, we will hold your diploma in the Office of the Registrar until you can come and claim it.
- If you select mail, please provide us with your complete current mailing address below.

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

If you are authorizing someone else to ***pick up your diploma***, please provide that person's name, relationship to you, and email address below. By signing this form, you are authorizing the person listed directly below to pick up your diploma.

Authorized Person Name \_\_\_\_\_ Authorized Person's Relationship to Student \_\_\_\_\_ Authorized Person's Email \_\_\_\_\_

**The cost is \$35.00 per diploma and the normal processing time is 3-4 weeks** (*expedited options are available per the chart on page 2*).

**Please return this form and your check or money order to the registrar's office in Speare 115 or by mail to:**

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

Email questions to [PSU-DegreeInfo@Plymouth.edu](mailto:PSU-DegreeInfo@Plymouth.edu)

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

|               |                               |                    |
|---------------|-------------------------------|--------------------|
| Pd: _____     | Degree/Major Confirmed: _____ | Degree Date: _____ |
| Honors: _____ | Processed by: _____           | Date: _____        |



**Premium Service includes the rush on the printing and packaging of the diploma before it is shipped.**

| Option        | Cost – covers the rush on the printing of the diploma, packaging, & shipping (UPS Ground) |
|---------------|---|
| 5-day Premium | \$55  |
| 3-day Premium | \$65  |
| 1-day Premium | \$75  |

I am choosing to have my diploma **expedited** under the following option and my check or money order reflects the proper cost.

List option here: \_\_\_\_-day Premium

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

Date\_\_\_\_\_