

Diploma Order Form

Registrar's Office
 One Main Street, Ste N330
 Houston, TX 77002
 Phone: 713-221-8999
 UHDGraduation@uhd.edu



To request a diploma, please follow the below steps:

1. Complete the Diploma Order Form and pay the \$50 diploma fee with Cashier's Office (cashiers@uhd.edu).
2. Once paid, submit the diploma order form and paid receipt to UHDGraduation@uhd.edu or in person at the Registrar's Office, OMB N330.

UHD Student ID Number

Graduation Term

Print your name, left to right, in the **exact order** it should appear on your diploma. *Please note that the name entered here must match your name as it appears in your academic records. To update your name, please submit a Student Information Update Form requesting a name change with proper documentation along with this form.*

(i.e.: **FIRST MIDDLE LAST** or **FIRST MI LAST** or **FIRST LAST**)

Pick up diploma from Registrar's Office:

If not picking up, please provide the mailing address where you would like the diploma sent:

How many diplomas do you wish to order?
\$50.00 per diploma

Degree (1)

Major (1)

Degree (2)

Major (2)

(Only Majors indicated on Diploma)

Email Address

Cell Telephone

Home Telephone

Student Signature

Date

FOR CASHIER'S OFFICE		Graduation Term:		Fee to Charge:		Post Payment to: <u>427500000110</u>			
FOR OFFICE USE ONLY									
Receipt No.		Holds:	ACTIVE	CLEAR		Application Status:	SO	UA	GA
Amount Paid:		Reorders:	YES	NO		Received By:			
		Honors:	CL	MCL	SCL	Processed by:			