

Diploma Order Form

University of Houston-Downtown: Registrar's Office
 One Main Street, Ste N330 Houston, TX 77002
 ph: 713-221-8999 fax: 713-223-7438
 uhdgraduation@uhd.edu



Student UHD ID Number

Print your name, left to right, in the **exact order** it should appear on your diploma.
 (i.e.: **FIRST MIDDLE LAST** or **FIRST MI LAST** or **FIRST LAST**)

Diploma Order Form Steps	
1	Complete Diploma Order Form.
2	Pay Diploma/Graduation Fee with the Cashier's Office. (In Person, via Fax, or via Mail)
3	Submit Diploma Order Form with Receipt of Payment to the Registrar's Office N-330.
4	Contact the advisor in your department for questions relating to Graduation.

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 Change of Name Request Form with proper documentation along with this form.

Please provide a mailing address to where you would like your diploma to be sent.

Number/Street/Apt

City State Zip Code

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

Graduation Term

Degree (1) Major (1)
 Degree (2) Major (2)
 (Only Majors indicated on Diploma)

Email Address

Cell Telephone

Home Telephone

Student Signature **Date**

Please take form to Cashier's Office, One Main Building S310 for payment. Submit payment receipt to the Registrar's Office to complete diploma request.

FOR CASHIER'S OFFICE		Graduation Term:	Fee to Charge:			Post Payment to: <u>GRAD</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:			