



**UNIVERSITY OF HOUSTON  
Diploma Order**



Please complete the following information, sign the form and **mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77204-2027, or fax it to 713.743.9050, or submit in person to the Welcome Center Registration and Academic Records customer service counter.**

Effective **September 1, 2009**, there is a \$25.00 fee for each additional diploma ordered. You can submit a check or money order for the amount, made payable to the *University of Houston*.

If no payment is received with this request, your fee(s) will be billed to your university account. You can pay your university account by logging into your [myUH](#) student account. If you need additional assistance paying your university account balance(s) contact [Student Financial Services](#).

\*\*Allow approximately three weeks from receipt of your order form to receive your diploma.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Student ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Please indicate the quantity of diplomas requested with this form (\$25 per diploma): \_\_\_\_\_

Name as listed on university records:

FIRST	MIDDLE	LAST
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Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.)

FIRST	MIDDLE	LAST
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Date of Graduation \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Degree received \_\_\_\_\_ Honors (if any) \_\_\_\_\_

College \_\_\_\_\_ Major \_\_\_\_\_

Diploma Shipment Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

Please select reason for diploma order:  Duplicate  Never Received original  Lost/Damaged original

Incorrect information on original  Other \_\_\_\_\_

*“State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.”*

RAR office use only:	MSOD: _____	DODSD: _____
Comment(s): _____		