



UNIVERSITY OF HOUSTON  
Diploma Order

Limit one diploma request per order form.  
Return this form to the University of Houston to the following address:

UNIVERSITY OF HOUSTON  
GRADUATION OFFICE  
Houston, Texas 77204-2027  
RAR Fax # 713.743.9050

Allow appropriately three weeks to receive your diploma.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

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

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

Name as listed on university records:

\_\_\_\_\_  
FIRST MIDDLE LAST

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

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 section 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): _____		