



Diploma/Certificate Reorder Form

NAME: _____ **DOB:** - - **TSC ID:** _____

(Please print)

ADDRESS: _____ **PHONE Home:** () -

(Street)

Work: () -

(City) (State) (Zip Code)

Cell: () -

E-MAIL: _____

OTHER NAMES WHICH MAY APPEAR ON ACADEMIC RECORDS: _____

NOTE: TSC Official records will not be updated with the contact information listed above.

Degree/Certificate Awarded: _____ Major Field: _____

My name should appear on my diploma as: _____

Date degree/certificate awarded *(please check one)*: Fall Year: _____
 Spring Year: _____
 Summer Year: _____

NOTE: The fee (\$25.00) must be paid at the Cashiers in Tandy Hall.

INDICATE DISTRIBUTION

Please mail diploma/certificate to: _____

Requests are typically processed once per term.

Please call when the diploma/certificate is ready for pick up in Admissions and Records Office.

STUDENT SIGNATURE: _____ **DATE:** _____

ACCOUNTING AND FINANCE OFFICE USE ONLY:

Receipt Number: _____ Cashier Initials: _____

OFFICE OF ADMISSIONS USE ONLY *(imaged into student's file when processed)*:

Comments: _____ Received By: _____
(Explain Any Exceptions) *(Counter Staff Signature)*

_____ Processed By: _____

Degree: IASU Date Requested: _____

Not Found (see Comments above) Date Processed: _____