



# 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: \_\_\_\_\_