



## Diploma Reorder Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

Check the degree that you completed \_\_\_\_\_ Date Degree Was Earned \_\_\_\_\_

\_\_\_\_ EdD \_\_\_\_ DPT \_\_\_\_ EdS \_\_\_\_ CAGS \_\_\_\_ MA \_\_\_\_ MAT \_\_\_\_ MBA \_\_\_\_ MEd \_\_\_\_ MS \_\_\_\_ BA \_\_\_\_ BS \_\_\_\_ BFA \_\_\_\_ Certificate

Major \_\_\_\_\_ Concentration/Option \_\_\_\_\_

Major \_\_\_\_\_ Concentration/Option \_\_\_\_\_

Print your name exactly (including capitalization) how you would like it to be displayed on your Diploma

Name: \_\_\_\_\_  
First name Middle Last name

**If the name to be printed on the Diploma differs from your name when you were a student (usually due to a name change), please provide us with your previous name and include documentation of the name change (marriage certificate, driver’s license, etc) with your order.**

Previous name at time of graduation \_\_\_\_\_  
First name Middle Last name

Please check how you would like to receive your Diploma: \_\_\_\_\_ **Mail** \_\_\_\_\_ **Pick-up**

- If you select pick-up, we will hold your diploma in the Office of the Registrar until you can come and claim it.
- If you select mail, please provide us with your complete current mailing address below.

\_\_\_\_\_  
Street City/Town State Zip

If you are authorizing someone else to ***pick up your diploma***, please provide that person’s name, relationship to you, and email address below. By signing this form, you are authorizing the person listed directly below to pick up your diploma.

\_\_\_\_\_  
Authorized Person Name Authorized Person’s Relationship to Student Authorized Person’s Email

**The cost is \$35.00 per diploma and the normal processing time is 3-4 weeks** *Expedited options are available per the chart on page 2).*

**Please return this form and your check or money order to the registrar’s office in Speare 115 or by mail to:**

- Plymouth State University,
- Registrar’s Office/ Degree Auditor,
- 17 High Street, MSC #7, Plymouth, NH 03264

Email questions to [PSU-DegreeInfo@Plymouth.edu](mailto:PSU-DegreeInfo@Plymouth.edu).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Processed by: _____	Date _____	10/2024
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<b>Option</b>	<b>Cost – covers the rush on the printing of the diploma, packaging, and shipping</b>
5-day Premium	\$45
3-day Premium	\$55
1-day Premium	\$65

I am choosing to have my diploma **expedited** under the following option and my check or money order reflects the proper cost.

List option here: \_\_\_\_-day Premium

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_