

**St. Edward's University Office of the Registrar
Diploma Order Form**

Step 1. Complete the following Student Information:

Name: _____
Your name will be printed as listed on your academic record.

SEU ID or SSN: _____ Birthdate: _____

Address: _____

City & State: _____ Zip: _____

Daytime Phone: _____

Step 2. Complete the following Degree or Certification Information:

Degree or Certificate Awarded: _____

Date Awarded: _____ Honors Awarded: _____

Only the degree or certificate awarded (not the major, minor, or concentration) is printed on the diploma. This diploma reprint will include the current President and Executive Vice President signatures.

Step 3. Indicate order quantities and fees:

Diploma or Certificate \$9.00 each Quantity: _____ Amount Due: _____

Diploma Cover \$8.00 each Quantity: _____ Amount Due: _____

Payment options: cash, check, money order, Visa, MC, AMERICAN EXPRESS, DISCOVER credit cards. If a request is submitted by fax please contact the Office of Student Financial Services at (512) 448-8523 to make a credit card payment by phone. If a request is submitted by mail payment by check or money order for the exact amount is required, or payment by credit card over the phone. Receipt of payment must be forwarded from the Office of Student Financial Services to the Office of the Registrar before diploma reorders will be printed.

Step 4. Choose the option for distribution once the diploma is available: Check one please.

- _____ I will pick up the Diploma/Certificate in the Office of the Registrar.
- _____ I authorize the release of my Diploma/Certificate to _____.
- _____ Mail my Diploma/Certificate to the address listed above.

Signature: _____ Date: _____

For REGR Office Use Only

Amount Paid: _____ Processed By: _____ Verified By: _____

Date Mailed or Picked Up: _____