

Number of diplomas ordering: \_\_\_\_\_ X \$10.00 each = \$ \_\_\_\_\_

\_\_\_\_\_ Hold for pick up  
\_\_\_\_\_ Notarized diploma needed

Please indicate your shipping preference: \_\_\_\_\_ U.S. Mail at no additional fee.  
\_\_\_\_\_ FED-EX – domestic (U.S.) - \$20.00  
\_\_\_\_\_ USPS Express – International - \$50.00

**\*Note:** All international shipments MUST be sent via US Express.

Please print.

Name used when attending UMSL: \_\_\_\_\_

Name as you want it to appear on the Diploma (if different than above): \_\_\_\_\_

If your name has changed and you wish to have the new name reflected on your diploma, please provide a legible photocopy of your driver's license or SSN card. We would also encourage you to fill out the Name Change Request Form to officially change your name with the University. You can find the form at: <http://www.umsl.edu/~registration/files/name-address-change.pdf>

SSN or Student ID number: \_\_\_\_\_

Name of Degree Awarded: \_\_\_\_\_

Approximate Date Degree Awarded: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**Please allow at least 14 working days for processing. All financial and administrative holds must be cleared on your student account before your request can be processed. Please indicate your payment method:**

\_\_\_\_\_ Check     Make check payable to University of MO - St. Louis.  
\_\_\_\_\_ Cash     In Person Only (please do not mail cash).  
\_\_\_\_\_ Charge    Please confirm telephone number above and our Cashier's Office will contact you for payment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(required)

Submit completed form to:  
Office of the Registrar Attention: Debbie Meyers  
One University Blvd., 269 MSC  
St. Louis, MO 63121-4400  
Fax: 314-516-7096  
Phone: 314-516-5545

For Cashier Use Only:

