

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 - \$75.00
***Note:** All international shipments MUST be sent via US Express.

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 make payment at the link below, or select the QR code at the bottom

https://secure.touchnet.net:443/C20067_ustores/web/product_detail.jsp?PRODUCTID=1107&FROMQRCODE=true&SINGLESTO RE=true

Signature: _____ Date: _____
(required)

Submit completed form to:

Office of the Registrar Attention: Debbie Meyers One University Blvd., 269 MSC, St. Louis, MO 63121-4400. You may also submit via our secure drop box at <https://apps.umsl.edu/webapps/ITS/dropbox/index.cfm>

