



# Diploma/Certificate Reorder Form

**NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **TSC ID:** \_\_\_\_\_  
*(Please print)*

**ADDRESS:** \_\_\_\_\_ **PHONE Home:** \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)  
**Work:** \_\_\_\_\_  
**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: \_\_\_\_\_ **NOTE:** *The fee (\$25.00) must be paid at the Cashiers in Tandy Hall.*  
Spring Year: \_\_\_\_\_  
Summer Year: \_\_\_\_\_

**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 AND RECORDS USE ONLY :**

Received by: \_\_\_\_\_ Date : \_\_\_\_\_