



PRIVATE AND INDEPENDENT SINCE 1923.

Diploma Reorder Form

Payment in the amount of \$50 per diploma must be included with your request.

STUDENT INFORMATION									
Student Name					Student ID Number				
					G				
Home Phone Number			Cell Phone Number		or Social Security Number				
Graduation Date		E-mail Address					Honors <input type="checkbox"/> Yes <input type="checkbox"/> No		
Payment method: <input type="checkbox"/> <u>Online</u> <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order									
Reason for reorder:									
Name as you wish it to appear on your diploma*:									
<p>*We can only issue a diploma under the legal name we have on file for you. If your name has changed, you must also submit a Change of Name and Address Form along with an original official or certified marriage certificate, divorce decree or order granting adult name change. No exceptions will be made.</p>									
Provide Diploma Mailing Address:					NOTE: Your replacement diploma will include the following verbiage on the bottom left corner: "Copy # of #" (i.e. Copy 1 of 1). <u>This verbiage may be visible in some frames and require matting to cover.</u>				
Issued To _____									
Address _____									
Address _____									
City		State		Zip					
Signature _____									
Date _____									
<p>By way of my signature, I authorize release of my requests(s) as indicated above. Please mail or fax completed form to: South Texas College of Law Houston, 1303 San Jacinto Street, Houston, TX 77002 Attn: Student Enrollment Services Fax: 713-646-2939</p>									

Office Use Only

Processed by: _____
 Date: ____/____/____