

Diploma Request Form

If you are requesting a replacement diploma for more than one degree, please fill out a *separate* form for each. Orders can only be processed for degrees that have been awarded. Complete the information below (**electronically if possible**) and submit this form as an email attachment (diplomaoffice@colostate.edu). Forms may also be submitted by mail to the address in the upper left corner or brought to the Registrar's Office in Centennial Hall; Room 100.

Select Item Requested:

Standard Diploma – (8.5"x11") \$35.00 each:	<input type="checkbox"/> Undergraduate B.A. <input type="checkbox"/> Undergraduate B.S.	<input type="checkbox"/> Graduate Diploma: Master's /Ph.D. <input type="checkbox"/> D.V.M. Diploma
<input type="checkbox"/> Extra Large Diploma (14" x 17"): Graduate, Ph.D., or D.V.M. \$40.00 each*	<input type="checkbox"/> Graduate Certificate \$25.00	<input type="checkbox"/> Diploma Cover \$5.00
<input type="checkbox"/> Diploma Cover + postage \$10.00		

*United States Postal Service mailing option only

Please select one of the following options to place the diploma reprint order:

(Processing and Shipping Fees are based upon how quickly third party vendor processes the order and which method of shipping is selected)

Method of Shipping	Processing time <i>after</i> form is received	Reprint Fee	Processing and Shipping Fee	TOTAL
<input type="checkbox"/> United States Postal Service	15 business days SILVER	\$35.00	Waived	\$35.00
<input type="checkbox"/> Standard UPS (to U.S. destinations)	10 business days GOLD	\$35.00	\$30.00	\$65.00
<input type="checkbox"/> Standard UPS (to U.S. destinations)	7 business days* PLATINUM	\$35.00	\$78.00	\$113.00
<input type="checkbox"/> UPS (to international destinations)	10 business days GOLD	\$35.00	\$107.00	\$142.00
<input type="checkbox"/> UPS (to international destinations)	7 business days* PLATINUM	\$35.00	\$122.00	\$157.00

*Add 7 days processing time for orders placed the 4th week of November or 4th week of December

For each additional diploma reprint ordered, add an additional \$35 to fee amount

To order a diploma reprint to be picked up directly from Colorado State University, please select one of the following options:

(Processing and Shipping Fees are based upon how quickly third party vendor processes the order and which method of shipping is selected)

Method of Shipping	Processing time <i>after</i> form is received	Reprint Fee	Processing and Shipping Fee	TOTAL
<input type="checkbox"/> United States Postal Service	15 business days SILVER	\$35.00	Waived	\$35.00
<input type="checkbox"/> Standard UPS	10 business days GOLD	\$35.00	\$30.00	\$65.00
<input type="checkbox"/> Standard UPS (to U.S. destinations)	7 business days* PLATINUM	\$35.00	\$78.00	\$113.00

*Add 7 days processing time for orders placed the 4th week of November or 4th week of December

For each additional diploma reprint ordered, add an additional \$35 to fee amount

I hereby authorize _____ to pick up diploma reprint(s) on my behalf.
(Named individual must bring a valid photo I.D.)

CSU ID #:	Date of Birth:	Last Name while attending CSU:	Date degree was awarded:
Please print my name on Diploma as: (including accent marks/special characters):			Major:
Street Address:			
Apartment, Suite or Building Number:	City:	State:	
Zip Code or International Postal Code:	Country (if not U.S.):		
* Phone #: (required):	Email Address:		

~To complete this order, please enter your payment information on the following page ~

Select payment method:

Total Due: \$ _____

- Cash Check or Money Order (Make payable to Colorado State University)
Credit card: Visa MasterCard

Credit card #: _____ / _____ / _____ / _____ Expiration date _____

Name on Credit Card *if other than* student _____ Security Code # _____

CSU ID # _____



Student Signature (Electronic signatures *not* accepted)

Date