

Please complete this form if you need to replace your diploma and cover. The diploma must be ordered using the name with which you graduated. SVSU can only duplicate diplomas for Winter 1988 semester graduates and on, otherwise a special order will need to be placed.

The cost of the diplomas is \$13.00, and the cost of an additional red cover is \$19.00. Payment must be made prior to processing and can be completed either at the Campus Financial Services Center (credit card payments can be made by calling their office at (989) 964-4900) or by mailing a check (made payable to *Saginaw Valley State University*) with this form.

Please mail this form to the Office of the Registrar (at the address below) or fax it to (989) 964-2555.

**Saginaw Valley State University
Office of the Registrar
7400 Bay Road
University Center, MI 48710**

Please allow for several weeks for diploma processing.

Complete the following information:

Name to appear on the diploma (use upper & lower case letter)

Degree

Graduation Date

Honors

Signature

Social Security

Student ID Number

Check one: Diploma Only (\$13.00) Cover Only (\$19.00) Diploma with Cover (\$32.00)

Address to be mailed:

Street Address

City

State

Zip

(_____) _____
Telephone Number

Email Address

Amount Paid: _____ Receipt Number: _____ Date Mailed: _____