

The University of Texas at Dallas
Diploma Re-Order Form

The University of Texas at Dallas reorders diplomas at least once per semester. The order fee is \$10.00. Diplomas mailed to foreign addresses cost an additional \$25.00 fee. We will not process your request until we have verified graduation. You may pay by credit card (Discover, MasterCard or Visa only). Please complete this form and mail it to the address below or fax it to 972-883-6335.

CREDIT CARD NUMBER _____ EXP. DATE _____
NAME ON CREDIT CARD _____
SIGNATURE OF CREDIT CARD HOLDER _____

Make checks payable to The University of Texas at Dallas. Please fill out the requested information below and mail it to:

The University of Texas at Dallas
Office of the Registrar – Graduation Dept.
MS MC 11 - Box 830688
Richardson, TX 75083

I authorize the University of Texas at Dallas, Office of the Registrar to order a diploma for me. I understand my request will be processed when payment is received, if applicable, and verification of my graduation is completed. The University of Texas at Dallas, Office of the Registrar has authorization to send my diploma to the address below.

With few exceptions you are entitled, on your request, to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and is incorrect. Be assured your UTD records are protected from unauthorized disclosure by federal law.

Your Social Security Number (SSN) or UTD Identification number is being requested because it is a unique identification number that is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements. The disclosure of such information is voluntary. Disclosure of your Social Security Number or UTD identification number is governed by the Public Information Act (Chapter 552 of the Texas Government Code).

Date

Signature

PRINT YOUR NAME **EXACTLY** AS IT IS TO APPEAR ON THE DIPLOMA:

NAME: _____

DIPLOMA DELIVERY ADDRESS:

(Diplomas are shipped directly to you from our out-of-state printer.)

UTD ID: _____ PHONE: _____

EMAIL ADDRESS: _____

DEGREE RECEIVED: _____

GRADUATION DATE: MONTH _____ DAY _____ YEAR _____

MAJOR: _____ NUMBER OF DIPLOMAS _____

FOR UNDERGRADUATES ONLY:

DID YOU GRADUATE WITH HONORS? YES NO

IF YES, PLEASE INDICATE CUM, MAGNA OR SUMMA HONORS: _____