DIPLOMA ORDER

Office of the Registrar

The University of Texas at Dallas orders diplomas at least once each month. The fee for ordering an additional or replacement diploma is $10.00. There is an additional $25.00 fee for diplomas mailed to addresses outside the United States. If paying by check or money order, mail or hand-deliver your order form and payment to the Office of the Registrar, MC 1.406. Make checks or money orders payable to **The University of Texas at Dallas**. We will not order your diploma until we have verified graduation and the applicable fee(s) have been paid.

Please fill out the requested information below and mail with check or money order to:

The University of Texas at Dallas
Office of the Registrar MS MC 11
800 W. Campbell Rd.
Richardson, TX 75080

If you want to pay by credit card, credit card payments must be made **in person** at the Bursar's Office, MC 1.302.

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 UTD Identification number is requested as it is a unique identification number 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 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:

UTD-ID: _____ Phone: _____

Name: _____

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

_____

_____

_____

E-Mail Address: _____

Degree Received: _____

Graduation Date: MONTH _____ DAY_____ YEAR _____

MAJOR: _____ Number Of Diplomas: _____