



**Enrollment Services**  
**125 Michigan Avenue NE**  
**Washington DC 20017**  
202.884.9530 fax: 202.884.9524

## Diploma Reorder Request

Date _____	Student ID# _____	
Name _____ (PRINT name exactly as you want it to appear on your diploma-Your name must match what we have on record)		
Street _____		
City _____	State _____	Zip _____
Phone _____	Birth date _____	
Email _____		
Degree earned _____	Date earned _____	

### Delivery Options:

- I will pick my diploma from the Enrollment Services Office-Main Hall, Room 154.
- Please mail my diploma to the address below.

<b>Diploma Mailing Information (PLEASE PRINT LEGIBLY)</b>		
Name _____		
Address _____		
City _____	State _____	Zip _____
Signature _____	Date _____	

**\*If there are any holds on your record, a diploma will not be issued until all holds are cleared.\***

**\*\*Due to printing schedules, please allow 4 to 6 weeks for receipt of diploma. \*\***

**\*\*\*Please note that there is a fee to reorder diplomas. You must pay the fee before your diploma is ordered. Please inquire within for information about the reordering fee. \*\*\***

<b>Office Use Only:</b>	Date Received: _____	Entered by: _____	Date: _____
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