

Diploma Order Form

NAME (PRINT): _____
Print clearly and exactly as you would like your name to appear on your diploma.

STUDENT ID: _____ DATE OF BIRTH: ____/____/____

Other names used while enrolled at TWU: _____

Contact Number: _____

Contact E-mail address: _____

Degree Received: _____

Date of Graduation: ____/____/____
(Month) (Day) (Year)

Select one of the following:

I will pick up my diploma at the Denton Campus. Please call me at (____)____-____ once it is available.

Mail my diploma to the following address. (PLEASE PRINT CLEARLY)

I need my diploma notarized

Please select your diploma option:

Paper diploma \$25

Certified Electronic Diploma & Paper diploma \$45 If you graduated December 2019 or after, you must retrieve your electronic diploma online by going to <https://apps.twu.edu/CeDiplomaWeb/Overview>.

*Payment may be made by check or money order mailed with completed form to the address listed at the bottom of this form. Diploma requests received **after** the first of the month will be ordered on the first of the following month. Please allow approximately 6 - 8 weeks for processing.*

Student Signature: _____

For office use only:

Financial Holds: _____ Y _____ N

Check #: _____ Amt: \$ _____

Date Mailed: ____/____/____