

# TEXAS SOUTHERN UNIVERSITY

Enrollment Services

3100 Cleburne Street, Houston, Texas 77004

(713) 313-7071

## Duplicate Diploma Order

Please order only one diploma per order form. The cost of a duplicate diploma is \$20.00. Return this form with your check or money order made payable to TEXAS SOUTHERN UNIVERSITY and send it to the following address.

Texas Southern University  
Office of the Registrar  
3100 Cleburne Street  
Houston, Texas 77004

### PLEASE COMPLETE THE FOLLOWING INFORMATION

Date \_\_\_\_\_  
*Month Day Year*

Name as listed on University records

\_\_\_\_\_  
*Last First Middle*

Name as it should appear on diploma (if different from University listing, attach proof of name change)

\_\_\_\_\_  
*Last First Middle*

Date of birth \_\_\_\_\_ Social security number \_\_\_\_\_  
*Month Day Year*

Telephone ( \_\_\_\_\_ ) E-mail \_\_\_\_\_@\_\_\_\_\_

Date of graduation \_\_\_\_\_ Degree received \_\_\_\_\_ Honors (if any) \_\_\_\_\_  
*Month Day Year*

Major \_\_\_\_\_ College \_\_\_\_\_

Check appropriate box:  will pick up my diploma  mail my diploma

Address for mailing diploma \_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City State Zip*

Original diploma  lost  damaged  incorrect  other

### OFFICIAL USE ONLY

Date request received \_\_\_\_\_ Date order mailed \_\_\_\_\_  
*Month Day Year Month Day Year*

Date diploma picked up or mailed out \_\_\_\_\_  
*Month Day Year*

#### Payment information

cash  check or money order

credit card, card number \_\_\_\_\_ . Expiration date \_\_\_\_\_  
*Month Year*

*It will take 4-6 weeks for delivery after diploma has been ordered.*