DIPLOMA REQUEST FORM

Student Name: ___________________________________________ UHID/Username: __________________________
Print Last Name, First Name, Middle Initial(s)

Student’s Signature: ______________________________________ Date: __________________________

I understand that I can only use this form to request a diploma for the option below (check one). I understand that I need to complete this form and make full payment to the above address. This request is due prior to the last day of instruction of the current term. If submitted after this deadline, this request will be processed for the following term.

☐ Purchasing a Replacement Diploma
   Diploma will be original information (e.g. name, date conferred, program, degree) except signatures will be present UH administration.

☐ Purchasing a Diploma via Reverse Transfer Initiative (complete Purchasing a Diploma box below)
   Diploma name can only be the official name that appears in UH Student Information System (middle name optional)

☐ Purchasing an Original Diploma of a Degree Awarded (complete Purchasing a Diploma box below)
   Diploma name can only be the official name that appears in UH Student Information System (middle name optional). Signatures on diploma will be present UH administration

Major: __________________________ Emphasis (if applicable): __________________________

Graduation Year: ______  ☐ Fall  ☐ Spring  ☐ Summer

PURCHASING A DIPLOMA (includes one diploma cover)

Print clearly your legal name on record, include spaces, punctuations, diacritical markings such as ‘okina (e.g. ‘), kahakō, apostrophe (e.g. ’)

Example: Patrick C K O’Brian-Kāne‘ohe, Patrick C. K. O’Brian-Kāne‘ohe

Print First Name: __________________________

Print Middle Name or Initials (optional): __________________________

Print Last Name: __________________________

Address to Mail Diploma: __________________________ Phone: __________________________

City: __________________________ State: __________________________ Zip Code: __________________________

Diploma will be mailed within 6-8 weeks after term ends and UH financial obligation MUST be cleared

For AA, AS, CA, ASC in Hawaiian Studies, English and Hawaiian diplomas will be issued

______________ Charged in TSAAREV _______________ FOB Cleared __________________________

______________ Issued In-person Diploma Cover _______________ Date Mailed Diploma __________________________

______________ Paid in Full __________________________

WinCC A&R rev 05/14/18 (web)