

Class of January 2019

Diploma Request Form

Congratulations on your anticipated graduation!

Please fill out the information below and bring it to the Office of Registration & Student Records Management (Room 4-109). **Submission Deadline: Tuesday, December 4, 2018. Without submission of the form no diploma will be ordered.**

The name on your diploma will be printed exactly as it appears on record. If you would like to have a name on your diploma that differs from what is on record, please submit a Change of Name Form with legal documentation as proof of your new name (original or certified copies of a court order, marriage license, divorce decree).

Please print clearly (indicate uppercase and lowercase letters, hyphens, accents, periods).

Last

First

Middle

Signature: _____ **Date:** _____

After grades are posted and your graduation has been certified, your diploma will be ordered with a degree conferral date of January 15, 2019. You can expect to receive your diploma approximately three months after graduation. The Law School will mail your diploma to the address you indicate on the form, via the United States Postal Service, at no charge to you. If your address is a P.O. Box, you will have to come to the Law School to pick up your diploma (you will be e-mailed when it is available).

Address: _____

Or Email: (For pickup only) _____

Please Note: We will take reasonable care in mailing your diploma. However, if your diploma is received in a damaged condition or is lost, the Law School will not assume responsibility. You are always welcome to pick up your diploma in lieu of having it mailed. If you are picking up the diploma, please provide an email address.

Note: Your diploma will only be released if you have fulfilled all financial and other obligations to the Law School.