

DIPLOMA RE-ORDER FORM

Last Name (Name while attending)	First Name	MI/Maiden
Last 4 of Social Security#	Date of Birth	Yr. Graduated
	Major	Degree
Return Mailing Address	City	State
()		Zip
Area Code	Phone#	

Payments must be made to Southern University by Money Order or Cashier's Check only.
Total payment is due upon request.
(NO PERSONAL CHECKS OR CASH)

*****Fees:**

Ordering Cost - \$25.00

Certified Mailing Cost - \$5.95

***Allow 3 to 5 business days for processing**

SELECT ONE

Mail Diploma (\$30.95)
 Pick- Up Diploma (\$25.00)

Authorization: A photo I.D. is required for all persons picking up a diploma. If the recipient of a degree authorizes a second party to pick-up his/her diploma a photo and a letter of authorization for the recipient stating he/she authorizes the release of the diploma to the second party.

Recipient's Signature	Date
Second Party Signature	Date

*****Please mail your request(s) to Southern University P. O. Box 9454 Baton Rouge LA 70813*****

OFFICE USE ONLY

Date Received	Date Ordered	Date Mailed/ Pick-Up
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