

**DIPLOMA MAILING REQUEST and DUPLICATE DIPLOMA REQUEST
OREGON STATE UNIVERSITY**

Office of the Registrar
102 Kerr Administration Building
Corvallis, OR 97331-2130
Phone: 541-737-4048

Order Type:

(Complete form with black or blue ink)

_____ Mailing of Original Diploma: \$25.00 (\$40.00 international mail)

_____ Duplicate Diploma Printing: \$40.00 Fee (includes mailing)

Last Name _____ First Name _____ Middle Name _____

Full name on diploma: _____

OSU ID #: _____ Contact Phone: _____ Contact E-Mail: _____

Diploma mailing address: _____

Year and Term of Completion: _____

Degree (Check for each degree):

Bachelor's _____ (Check College below)

Ag Sciences ___ Business ___ Education ___ Forestry ___ Science ___ Liberal Arts ___ Engineering ___ Health and Human Sciences ___

Master's _____ PhD _____ Pharm D _____

Student's Signature: _____

Mail this request form and your check or money order to the OSU Registrar's Office.

Please Note:

We will be mailing diplomas at the conclusion of the degree clearance process, approximately 6–8 weeks following the end of term, or for previous terms of completion and duplicate diplomas, 2 weeks following receipt of your order.

Diplomas will be available to pick up, ***at no cost***, at the Registrar's Office, 2 weeks after the conclusion of the degree clearance process, following each term. Fill out the Diploma Release Request form to authorize someone else to pick up your diploma.

If you wish to receive your diploma at the Spring Commencement ceremony, please do not request mailing services.