

## DUPLICATE DIPLOMA ORDER FORM AND DIPLOMA MAILING REQUEST

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

### Order Type:

(complete form in 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 \_\_\_\_\_

Name on diploma (if different): \_\_\_\_\_

OSU ID #: \_\_\_\_\_ Contact Phone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Diploma Mailing address: \_\_\_\_\_

\_\_\_\_\_

Year and Term of Completion: \_\_\_\_\_

College (Indicate for each degree):

Ag Science \_\_\_ Business \_\_\_ Education \_\_\_ Forestry \_\_\_ Science \_\_\_ Liberal Arts \_\_\_ Engineering \_\_\_ Health and Human Science \_\_\_

Degree (Indicate for each degree): Bachelor \_\_\_\_\_ Masters \_\_\_\_\_ PHD \_\_\_\_\_ Pharm D \_\_\_\_\_

Student's Signature: \_\_\_\_\_

### **Please Note:**

We will be mailing diplomas at the conclusion of the degree clearance process, approximately 4–6 weeks following the end of term. For previous terms of completion, and duplicate diplomas, we will mail diplomas approximately 2–4 weeks following receipt of your order.

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

If you are *NOT* attending the Spring Commencement ceremony, diplomas will be available to pick up, **for no cost**, at the Registrar's Office on the Monday following Commencement.