



Diploma Reorder Form

Full/Legal Name: _____
First Middle Last Former Name(s), if applicable

Mailing Address: _____
Street or Postal Address

City State/Province Postal Code Country, if not USA

Current Telephone: _____ Birth Date: ____/____/____

Current Email Address: _____ Student ID: _____

Official Name as it should appear on the Diploma: _____
First Middle Last

Semester of Graduation (term/year): _____

- Degree Earned: [] Bachelor of Science [] Bachelor of Science in Education [] Master of Education
[] Bachelor of Arts [] Bachelor of University Studies [] Master of Arts in Teaching

Delivery Options:

- [] Send the diploma to the following recipient/address

Recipient Name

Street or Postal Address

City State/Province Postal Code Country, if not USA

- [] Send the diploma to me at the address above
[] Hold for pick up (Photo ID is required for pick up)

Recipient Name

Reorder Fees:

- [] Regular First Class Mail: \$25 per diploma
[] Hold for Pick Up: \$25 per diploma
[] FedEx (International): \$25 per diploma + \$40 shipping charge per order
[] FedEx (U.S./Canada): \$25 per diploma + \$25 shipping charge per order

Charges: \$25 per diploma + \$ ____ special delivery surcharge (if applicable) = Total \$ _____

Mail a check or money order made payable to VCSU along with a signed form to: Office of the Registrar
Valley City State University
101 College St SW
Valley City, ND 58072

I understand that my diploma request will not be processed without a signed request and correct fee.

Student Signature: _____ Date: _____