

# Diploma Letter Request

Date of Request: \_\_\_\_\_

## Applicant Information (Please Print)

Last Name	Reason for Request:
Given Name	
Student ID#	

## PICKUP

☐ To Applicant
 ☐ To Other \_\_\_\_\_  
 (Please Indicate Full Name of Authorized Person)

**Please Note:** Applicant must present their Photo ID to obtain their Diploma Letter. If pickup is made by an Authorized person, they must show one piece of photo identification and a written letter of authorization.

No fee

## EMAIL SERVICE

☐ To Applicant
 ☐ To Other \_\_\_\_\_  
 (Please Indicate Full Name of the Recipient and Department Information)

Email Address: \_\_\_\_\_ (\$3 Service Fee) \$ \_\_\_\_\_

## REGULAR MAIL SERVICE

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

(\$3 Service Fee) \$ \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_