



# Diploma Letter Request

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

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

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

(\$3 Service Fee)      \$ \_\_\_\_\_

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