myUTSA ID: _____ Student's First Name: _____ Last: _____

UTSA Registrar

Diploma Re-Order Form

Directions: The completed form must be submitted via Document Uploader.

1. There is a non-refundable diploma fee of **$15 per diploma**. If submitting by mail to the Graduation Coordination Office, a personal check or money order made payable to UTSA is acceptable. If submitting in person at a UTSA campus, the fee may be paid at any of the Fiscal Services locations by cash, check, or money order. The fee can also be paid over the phone at (210) 458-8000 with the Fiscal Services Office.
2. Diplomas are **NOT** printed or re-printed for a student with a hold for financial obligations to the University. Clear all holds prior to submitting the request.
3. Diplomas are released only with the written authorization of the student of record. Photo identification is required for diplomas picked up in person. Unofficial and electronic copies of diplomas are **NOT** issued under any circumstance.
4. Normal processing time for diploma re-orders is approximately one to two weeks once the request is received and payment verified. Expect a delay if ordering at the end of the semester. Requesting an urgent diploma does not guarantee that the request will be processed at the requested time.
5. Our office notarizes diplomas, but only the Texas Secretary of State can apostille a diploma, please click here for more information on the process.
6. Please note, students who complete a certificate program **DO NO**T receive a University diploma or hard copy certificate.

STUDENT INFORMATION

Student's Name*: _____ myUTSA ID/Banner ID/Date of Birth: _____

** The name printed on your diploma will be your UTSA legal name. If your UTSA Legal name is incorrect, click here to view the Diploma Name Policy (PDF).*

Telephone Number: _____ Email Address: _____

Graduation Semester: ○ Fall ○ Spring ○ Summer Year: _____ Number of copies: _____

Degree(s): ○ Bachelor's ○ Master's ○ Doctoral Major(s): _____

☐ Yes, my diploma is urgent please have it prepared by this date: _____ Reason: _____

☐ Yes, I would like my diploma(s) notarized

Diploma Mailing Address: _____

SIGNATURE

Signature*: _____ Date: _____

*Electronic signature - typing your name will suffice as an authentic signature. This form does NOT need to be printed and scanned. With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

UTSA OFFICE USE ONLY:

Copies sent / Called for pick up? ○ Yes ○ No Date: _____

Holds: ○ Yes ○ No Date: _____

Payment of Fee Validation ACCT# 19-0350-1196 Code 3900

Date: _____ Received By: _____ Processed By: _____