

# Diploma Re-Order Form

Clear all holds prior to submitting the request. Diplomas are NOT printed or re-printed for a student with a hold for financial obligations to the University. Diplomas are released only with the written authorization of the student of record. 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. Our office notarizes diplomas, but only the [Texas Secretary of State](#) can apostille a diploma. Students who complete a certificate program DO NOT receive a university diploma or hard copy certificate.

Photo identification is required to pick up diplomas in person. We cannot issue unofficial or electronic copies of diplomas.

## Student Information

myUTSA ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

Please note the name printed on your diploma will be your UT San Antonio legal name.

## Graduation

Select your Graduation semester *(select only one, and enter the year)*

Fall     Spring     Summer    Year: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Which degree are you seeking? *(select only one)*

Bachelor's     Master's     Doctoral

What is your major(s)? \_\_\_\_\_

Yes, my diploma is urgent. Please have it prepared by this date: \_\_\_\_\_

Select the reason for your urgency:  Employment     School     Immigration     Other

Diploma Mailing Address (Street, City, State, Zip): \_\_\_\_\_

## Fee

There is a non-refundable diploma fee of \$15 per diploma. You can pay this in person at any of the Fiscal Services locations by cash, check, or money order. The fee can also be paid by calling Fiscal Services at 210-458-7000.

## Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements. An electronic signature (typing your name or using Acrobat to place a signature) is okay.

- The information submitted for review is true and correct to the best of my knowledge.

## Student Acknowledgement

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submit this Form

### Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Registrar”
- **Term:** Select Applicable Term
- **Category:** Select “Diploma Forms”
- **Category 2:** N/A
- **Document:** Select “Diploma Reorder Form”

*Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.*

**Disclaimer:** *With a few exceptions, you are entitled on your request to be informed about the information UT 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 UT 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. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*