



**BACHELOR'S DEGREE**

Complete this form and submit with the appropriate fee (\$20.00 per duplicate diploma) to:

Office of Business Affairs  
601 N Grand Ave  
Tahlequah, OK 74464

Print your name exactly as you want it to appear on your diploma. If this is different than the current name on record with the university, you must submit appropriate documentation such as a copy of your driver's license, marriage license, passport, etc., along with this request.

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Type of degree (circle one)

BA BA/ED BBA BME BS BS/ED BSSciED BSN BSW BGS BT

Mail to:

Name: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

**NOTE:** All Business Office holds must be cleared before diploma will be mailed. Requests will be processed within 2-4 weeks.

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

For Business Office Use Only:

Please return this form to the Registrar's office, CASE Building, Lower Level, or fax to 918-458-9638.

Receipt #: \_\_\_\_\_ Amount: \_\_\_\_\_ Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Office use only:

Date mailed \_\_\_\_\_