



CERTIFICATE/DIPLOMA RELEASE

In order for us to release your certificate/diploma, you must obtain clearance from the Office of the Bursar.

PLEASE PRINT

I, _____
FIRST NAME LAST NAME MIDDLE/MAIDEN NAME

Student I.D. # _____ or Social Security # _____ - _____ attended and graduated with my (check one)

CERTIFICATE AA AS BA BS MA MS OTHER _____ degree,

I hereby request the release of my certificate/diploma

TO MYSELF

DESIGNATED PERSON _____ (authorization letter required, please see below)
FIRST NAME LAST NAME

BY MAIL Please mail my certificate/diploma to

Address: _____

City: _____ State _____ Zip _____

IMPORTANT: TO HAVE YOUR CERTIFICATE/DIPLOMA RELEASED TO ANYONE ELSE, YOU MUST SUBMIT A LETTER STATING YOUR REQUEST, WITH THE NAME OF THE DESIGNEE TO THE OFFICE OF THE REGISTRAR ALONG WITH THIS FORM. YOUR CERTIFICATE/DIPLOMA WILL NOT BE RELEASED WITHOUT THIS LETTER.

Signature _____ Date _____

For Office Use Only:

Bursar's Clearance and signature _____ Date _____

Date Received: _____ Processed By: _____ Date: _____

Picked up by: _____ Date: _____