DIPLOMA REQUEST FORM

Student Name: ___________________________ UHID/Username: ___________________________

Print Last Name, First Name, Middle Initial(s)

Student’s Signature: ___________________________ Date: ___________________________

I understand that I can only use this form to request a diploma for the option below (check one). I understand that I need to complete this form and make full payment to the above address. Refer to current catalog for Diploma Fee. This request is due prior to the last day of instruction of the current term. If submitted after this deadline, this request will be processed for the following term.

☐ Purchasing a Replacement Diploma
   Diploma will be original information (e.g. name, date conferred, program, degree) except signatures will be present UH administration.

☐ Purchasing a Diploma via Reverse Transfer Initiative (complete Purchasing a Diploma box below)
   Diploma name can only be the official name that appears in UH Student Information System (middle name optional)

☐ Purchasing an Original Diploma of a Degree Awarded (complete Purchasing a Diploma box below)
   Diploma name can only be the official name that appears in UH Student Information System (middle name optional). Signatures on diploma will be present UH administration

Major: ___________________________ Emphasis (if applicable): ___________________________

Graduation Year: ________ ☐ Fall ☐ Spring ☐ Summer

PURCHASING A DIPLOMA (includes one diploma cover)

Print clearly your legal name on record, include spaces, punctuations, diacritical markings such as ‘okina (e.g. ‘), kahakō, apostrophe (e.g. ’)


Print First Name: ___________________________

Print Middle Name or Initials (optional): ___________________________

Print Last Name: ___________________________

Address to Mail Diploma: ___________________________ Phone: ___________________________

City: ___________________________ State: __________ Zip Code: ___________________________

Diploma will be mailed within 6-8 weeks after term ends and UH financial obligation MUST be cleared

For AA, AS, CA, ASC in Hawaiian Studies, English and Hawaiian diplomas will be issued

___________________________ Charged in TSAAREV ___________________________ FOB Cleared ___________________________

___________________________ Issued In-person Diploma Cover ___________________________ Date Mailed Diploma ___________________________

___________________________ Paid in Full

WinCC A&R rev 10/30/18 (web)