DIPLOMA REQUEST FORM

I understand that I can only use this form to request for 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 and be cleared of any UH financial obligation before this request can be processed. 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. Allow 6-8 weeks after the term ends for the diploma (including diploma cover) to be mailed to stated mailing address on this form.

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

☐ Requesting a Diploma via Reverse Transfer Initiative (complete ordering box below)

☐ Requesting Original Diploma of a Degree Already Awarded (complete ordering box below)
   signatures on diploma will be present UH administration

Name: ___________________________ UHID/User Name: ___________________________
   (Print Last Name, First Name, MI)

Mail Diploma To: ___________________________ Birth Date: _____ / _____ / _____

   City: ___________________________ State: _____ Zip Code: __________ Phone:(____ ) ___________

Graduated: ☐ Fall  ☐ Spring  ☐ Summer  Year Graduated: ___________

Major: ___________________________ Emphasis (if applicable): ___________________________

ORDERING A DIPLOMA

☐ Yes, in English ($15 fee)
☐ Yes, in Hawaiian ($15 fee) for AA, AS, CA, ASC-Hawaiian Studies Only

Print clearly and exactly your legal name on record as you would like it to appear on your diploma, include spaces, punctuations, diacritical markings such as ‘okina (e.g. ‘), kahakō, apostrophe (e.g. ’).


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

Student’s Signature: ___________________________ Date: ___________________________

☐ Charged in TSAAREV  ☐ Paid in Full  ☐ FOB Cleared
☐ Issued In-person Diploma Cover  ☐ Date Ordered Diploma  ☐ Date Mailed Diploma
☐ Entered SHADEGR PT (if applicable)  ☐ Entered AW (if applicable)

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