



SAM HOUSTON STATE UNIVERSITY

A Member of The Texas State University System

OFFICE OF THE REGISTRAR

**All Diplomas are 11" X 14" **

Mail this form along with a check or money order (credit card payments are not accepted) payable to SHSU in the amount of \$35.00 to the address below. Please allow a minimum of 2 weeks for processing.

Sam Houston State University
Office of the Registrar
Box 2029
Huntsville, Texas 77341-2029

Please note: When providing a check as payment, you authorize Sam Houston State University to either use the information from the check to make a one-time electronic fund transfer from your account, or to process the check as a check transaction. For inquiries, please call the Bursar's Office at (936) 294-1083.

SamID or Last 4 digits of SSN

Date of Birth

Last Name

First Name

Middle name

Your name will be printed as it appears officially on your academic record.

A full name change will not be printed unless proper documentation has been submitted to & processed by the SHSU Payroll department prior to submitting the duplicate diploma request to the Registrar's Office.

Mailing address:

Street

State

Zip

City

Contact Information

Telephone Number

Email Address

Although the original date of graduation will be shown, by making this request, I, agree to accept the current diploma format concerning facsimile signatures. Furthermore, I understand that if the duplicate diploma is returned to the Office of the Registrar because of an error in the address entered above, I agree to pay an additional \$7.50 re-mailng fee.

Signature

Date

Emailed or faxed requests will not be accepted.

OFFICE USE ONLY

Degree Awarded
Date of Graduation
Major

Processed by
Date Mailed