



# Duplicate Diploma Order Sheet

\*There is a \$50.00 Re-order fee for a duplicate diploma

**Payment is due upon ordering Diploma**

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

ID# \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_ Graduation Date: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Home Phone: \_\_\_\_\_ Cell/Work Phone: \_\_\_\_\_

(circle one) **Undergraduate** **Graduate** **Doctoral**

Type of Degree Earned: \_\_\_\_\_ Diploma Name: \_\_\_\_\_  
(Example: BA, MA, MBA) (Example: John Q. Smith)

Check one of the following:

I will pick up my diploma. Please call me when diploma arrives at: \_\_\_\_\_

I will not pick up my diploma. Please send my diploma to the address listed below:

**NOTE: Diplomas cannot be sent to a P.O. Box address.**

Address City State Zip

**\*\*All orders take 6 to 8 weeks for delivery\*\***

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

### **PAYMENT METHOD OPTIONS:**

1. Come by the Student Business Office (located in the Walters Center). Office Hours are as follows:  
Monday, Tuesday, Thursday, Friday 9:00 a.m. – 5:00 p.m. **and** Wednesday 9:00 a.m. – 6:00 p.m.
2. Contact the OLLU Student Business Office to have the Credit Card Authorization Form faxed or emailed to you at 210-434-6711 ext. 2354 or Toll Free at 1-800-436-6558
3. Download the Credit Card Authorization Form from [www.ollusa.edu](http://www.ollusa.edu) website on the Student Business Office webpage.

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**Student Business Office Use Only**

Cleared by Student Business Office: \_\_\_\_\_ Student Life Budget Code: \_\_\_\_\_

Paid by: Check, Money Order, Cash, or Credit Card

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**Registrar's Office Use Only**

Order Date: \_\_\_/\_\_\_/\_\_\_

Delivery Date: \_\_\_/\_\_\_/\_\_\_

Completed form must be submitted by the student to:  
Our Lady of the Lake University  
Registrar's Office  
411 S.W. 24<sup>th</sup> St. San Antonio, TX 78207  
Phone: (210) 431-3959 Fax: (210) 436-2314