



Diploma Reorder Request Form

DIRECTIONS: Please print. Submit the reorder request and \$45.00 diploma fee to the Registrar's Office, Administration Bldg, Room 100, or 425 W University Blvd, Durant, OK 74701. A copy of a photo ID (driver's license, passport, etc) is required when requesting a duplicate diploma in compliance with FERPA/Privacy laws.

1. Full Name: _____ SID or SSN: _____
Last First Middle

2. A duplicate Diploma is requested for the following degree:

Bachelors _____ Masters _____

Major: _____

Graduation Term: _____

3. Print your name EXACTLY how you want it printed on your diploma:

4. Please: _____ Mail the diploma to the following address _____ Call/email me to pickup my diploma

5. Mailing Address: _____

City: _____

State: _____ Zip: _____

6. Telephone: _____ Email: _____

If your name or address has changed since the last time you attended Southeastern, please initial below if you would like us to update your record with the above information:

_____ Please update my name on my official SE record (attach copy of official document/ID with new name)

_____ Please change my address of record to the above address

I understand that the duplicate diploma requested will be verified with the actual degree conferred prior to reordering. I am aware that it may take 6-8 weeks for the diploma to be returned from the printers and mailed to me and that the diploma will not be released if I have any outstanding financial obligations at SE.

Signature: _____ Date: _____