

# DIPLOMA

## Degree Order/Reorder Form

*Please Print Clearly*

Date \_\_\_\_\_

Name \_\_\_\_\_

(How you want your name to appear on the degree)

Maiden Name \_\_\_\_\_ SSN \_\_\_\_\_

Degree \_\_\_\_\_ Program \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Graduation Date \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print form and mail to:

*Attn: Student Information Office  
Robert Morris University  
401 S. State Street  
Chicago, IL 60605*

**\*Note: Please be sure to include the 25.00 fee with your form (Mail requests require money orders. No other form of payment will be accepted).**

**If reordering a degree with the new school name, the student's current degree must accompany reorder request in order to process.**

(Orders take 10-12 weeks to arrive)

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### OFFICE USE ONLY

Comments:

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Order Date \_\_\_\_\_ Type of Degree \_\_\_\_\_

Date Received \_\_\_\_\_ Major \_\_\_\_\_

Date Sent \_\_\_\_\_ Grad Date \_\_\_\_\_

Fee: \$25/Waived

(Circle One)

Initials \_\_\_\_\_

(Request Taken By)

