Texas Wesleyan University

Diploma Reorder Form

Office of Student Records
Texas Wesleyan University
1201 Wesleyan
Fort Worth, TX 76105
Phone 817-531-4414
Fax 817-531-4464

Please complete the following information by either typing or printing legibly. Mail or fax to the Office of Student Records.

Name _____

Student ID _____

Date of request _____

Other names on record: _____

Degree Earned (Circle one) BA BS BBA BFA BME
MBA MED MSNA MHS MSP

Month/Year of Graduation: _____

Name as it should appear on diploma: _____

Mail or hold for pickup? _____

Current (mailing) address: _____

Street address _____

City/State/Zip _____

Daytime phone number _____

Other phone number _____

Payment (Please circle one): Check (enclosed) Credit or Debit Card (number below)

Card type (Please circle one): Visa MasterCard Discover

Card Number: _____ **Expiration Date:** _____

The cost for each diploma is $50. Please submit payment with this form. You may pay by debit card, credit card, check, or cash. Please do not send cash in the mail – if paying cash, payment must be submitted in person. All payments should be made in the Cashier's Office. You may reach the Cashier's Office at 817-531-4456. Please note: we are unable to process a diploma reorder if you still carry a financial obligation to Texas Wesleyan University.

Diplomas are ordered at the end of each month; your diploma order will be included with the next scheduled order and will be received by Student Records within 6 to 8 weeks. You will then be notified that it is available for pick up or it will be mailed to the address you've provided.

We require the signature of the (former) student to place the diploma order and to release the new diploma.

Signature: _____ **Date:** _____