

## DIPLOMA ORDER FORM

This form must be submitted by the former student.

PRINT Last First Middle Initial Student ID #

Degree or Certificate: MFA/MA  MFA  MA  PB  BFA  BA

Major area of study: \_\_\_\_\_ Minor area of study: \_\_\_\_\_

Date of graduation: \_\_\_\_\_

Name as you wish it to appear on your diploma: \_\_\_\_\_  
 (The Registrar's Office will contact you at your email address if we are unable to accept the name entered above.)

### Safe Diploma Address:

A "safe" address is one in which the diploma mailer is not bent to fit a mail slot or left in a public area. International students should be especially careful their diploma is delivered to a secure address.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Apt./Suite

\_\_\_\_\_  
City State/ Providence

\_\_\_\_\_  
Zip Code Country

\_\_\_\_\_  
Phone

### Contact Information for Alumni Relations:

Effective date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Apt./Suite

\_\_\_\_\_  
City State/ Providence

\_\_\_\_\_  
Zip Code Country

\_\_\_\_\_  
Email

*"I expect to complete all of my program requirements by the term I have indicated above; if completion is not possible, I will notify the Registrar's Office in writing."*

*"I request that my record be reviewed and eligibility for graduation for the degree or certificate be determined by the Registrar's Office."*

*"I understand that no diploma, academic transcripts, or certificates will be available if there are outstanding incomplete grades or administrative holds on my record."*

*"My signature signifies understanding and acceptance of the information provided above and on page 2 of this form."*

\_\_\_\_\_  
Student's signature Student's name printed Date

Registrar's Office Use Only

Received: \_\_\_\_\_ Diploma sent on: \_\_\_\_\_

## DEADLINES

Spring: Diploma Order Form is due April 1

## PAYMENT

There is a \$65 fee, which can be paid over the phone with the Registrar's Office at 415.749.4535.

## CONFERMENT

Undergraduate degrees are conferred at the end of each term in an academic year. Graduate degrees are conferred only at the end of the spring semester. Students who have been advanced to candidacy or have already completed the degree or certificate requirements by the end of summer or fall term are invited to participate in the commencement ceremony held at the end of the following spring semester.

## DIPLOMAS AND CERTIFICATES

Diplomas and certificates are not given out at commencement, but are available approximately six to eight weeks afterward, if the degree has been awarded. Diplomas and certificates are sent to the address provided by the student for this purpose when filing for graduation. Diplomas may be picked up at the Registrar's Office by prior arrangement. Proof of degree conferral in U.S. colleges and universities is an official transcript with the degree or certificate posted on the transcript. A transcript with posted degree or certificate is available from the Registrar's Office by written request approximately one month after commencement. Mailing of documents will be delayed if students have any holds placed on their records by other offices. Students are notified of a hold prior to each registration and at the time a transcript is issued or a diploma or certificate is released. Additional diplomas or certificates may be obtained at a cost of \$65.00 from the Registrar's Office. The Registrar's Office will retain diplomas for three years only.