



Delivery of Diploma/Certificate by Mail

Purpose: Used by graduates to request shipment of diploma(s)/certificate(s). Graduates with a financial obligation to the University are **not** eligible to obtain their diploma(s)/certificate(s) until the obligation has been satisfied.

Student Instructions:

1. Complete Section 1-3 of this form, using a computer.
2. Print the form using the 'Print Form' button.
 - a. a handwritten form will **not** be accepted.
 - b. an incomplete form will **not** be processed and will be returned to you for completion.
3. Sign the form in Section 4; a digital signature is **not** acceptable.
4. Attach a copy of an official picture I.D.
5. **Submit this completed form and copy of an official picture I.D. via one of the methods listed at the bottom of this form.**

Notes:

- a. indicate all diplomas and certificates to be shipped in Section 3.
- b. diplomas and certificates are shipped to U.S. addresses via UPS and to other countries via FEDEX. UPS and FEDEX will **not** deliver to a Post Office box.
- c. direct signature is required at delivery.
- d. after three failed delivery attempts UPS will return undeliverable diplomas and certificates to the University.
- e. after one failed delivery attempt FEDEX will make telephonic or email contact with recipient to arrange delivery. If unable to arrange another delivery attempt the diploma/certificate will be returned to the University.

Section 1: Graduate Information

Name while attending Marquette
Last name, First name, Middle name

MUID _____

Date of Birth
MM/DD/YYYY _____

Section 2: Shipment Information

Ship to _____

Shipment address
street, city, state, zip code _____

Email _____

Section 3: Diploma/Certificate Information

Name as it appears on diploma/certificate _____

Degree (e.g. Bachelor of Science)	Graduation Date (e.g. MM/YYYY)	College/School
_____	_____	_____

Degree (e.g. Bachelor of Science)	Graduation Date (e.g. MM/YYYY)	College/School
_____	_____	_____

Certificate (e.g. Digital Storytelling)	Graduation Date (e.g. MM/YYYY)	College/School
_____	_____	_____

Certificate (e.g. Digital Storytelling)	Graduation Date (e.g. MM/YYYY)	College/School
_____	_____	_____

Include diploma cover Yes No *Note: the university is not responsible for any damage that occurs during shipment*

Section 4: Graduate statement/signature

I have attached a copy of an official picture I.D. and hereby authorize shipment of my diploma(s) and/or certificate(s) to the address indicated above.

Signature _____ Date _____