



**Submit to:**  
322 Student Union  
Stillwater, Oklahoma 74078-1013  
405-744-6876, Fax 405-744-8426  
[www.registrar.okstate.edu/](http://www.registrar.okstate.edu/)  
[registrar@okstate.edu](mailto:registrar@okstate.edu)

## DIPLOMA DELIVERY CHANGE REQUEST

Changes to your diploma delivery option can be made online via SIS using the Diploma Application module through the last day of finals week in your graduating semester. Changes to your diploma delivery after this date must be made in writing, and may be submitted to the Registrar's Office in person, via fax or mail. Diplomas are usually available six weeks after the last day of your graduating semester.

NAME - PLEASE PRINT (first, middle, last) \_\_\_\_\_ CWID \_\_\_\_\_

College \_\_\_\_\_ Degree \_\_\_\_\_

Major \_\_\_\_\_ Graduation Date \_\_\_\_\_

Please indicate how you wish to receive your diploma:

- I will pick up my diploma at the Registrar's Office
- I authorize \_\_\_\_\_ to pick up my diploma for me at the Registrar's Office
- (U.S. addresses only)** I would like the Registrar's Office to mail my diploma to me at the following address

\_\_\_\_\_  
Address Line 1

\_\_\_\_\_  
Address Line 2

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

**(Federal Express delivery or Outside U.S. delivery) -**

- Diplomas requiring express mail delivery or being sent overseas require the use of the EShipGlobal service. See <https://study.eshipglobal.com> for mailing instructions.

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