Diploma Delivery Request - Student Self Service

Students that have been awarded a diploma or have applied to graduation can order a diploma and list how they would like the diploma to be delivered. A student can only have one original of each diploma, after that they can order as many replacements as they need or want. If it is the first copy of the diploma, most of the time it will be the original diploma.

Students can get to the diploma delivery request area either from Enroll and Pay home by selecting ‘Degree Progress/Graduation’ folder under Enroll and Pay,

and then by selecting Diploma Delivery Request.

Or from the student center, by selecting ‘Diploma Delivery Request’ from the drop-down menu within ‘other academics…’ under Academics section.
Once the Diploma Delivery Request option is selected, the next page with a request agreement statement comes up as seen below.

If this is the first time a student is requesting a Diploma, the page looks like the one shown below. Continue with the Diploma Delivery Request by clicking ‘I AGREE..’ button.

If the student recently submitted a Diploma Delivery Request then they can modify the existing request, by clicking the ‘Modify Order’ link.
If a diploma has already been issued (since 2005) for the student, then it will be listed as Delivered in the diplomas requested area.

Only one original order can be created for each diploma. It will default to replacement order under Diploma type if an original order has already been created.

The degree column shows Academic Degree. The date requested shows the original date of the request. The date ordered shows the date the diploma order was created. The date delivered shows the date the mailing labels were created if a diploma has been mailed or date the diploma was picked up if the delivery method selected was pick-up.

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### Diploma Delivery Request

**Existing Request**

To make changes to existing requests (for example to change the delivery method from pickup to mail, or change the address where you want the diploma delivered) select Modify Order on the replacement order below. Please note that this may cause an increased charge. There are no refunds of amounts already charged to your account.

For additional information on graduation, diploma delivery fees, and diploma availability.

<table>
<thead>
<tr>
<th>Delivered</th>
<th>Diploma Type</th>
<th>Degree</th>
<th>Date Requested</th>
<th>Date Ordered</th>
<th>Date Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Delivered</td>
<td>Original</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Request a new diploma

There is no charge for one original diploma picked up from the Registrar's office. Medical Center student fees cover an original diploma sent by regular mail. All other requests (including mailing of original diplomas in Lawrence) are charged to your account. Currently enrolled students typically receive an email notification regarding this new charge to their account. If you are not a currently enrolled student, you will be given an opportunity to update your billing address. These charges are nonrefundable.

Please DO NOT click the Browser BACK button during this process.

I AGREE - START NEW DIPLOMA REQUEST

Continue with the Diploma Delivery Request by clicking ‘I AGREE..’ button.
When the student agrees to the new request statement, the student will see any degrees that have been awarded or any application for degrees (AFD) they have on file. They can select which ever degree or AFD that is in Enroll and Pay on their program plan page. For an AFD diploma request, the actual diploma will not be ordered until the degree is conferred. If the degree is not in the system because the record needs to be audited, the student will see a message stating they don't have anything to request.
Once the student selects the diploma then the screen comes up to select the delivery method. A diploma that was awarded more than a year ago or already delivered as an original, the Diploma Type will automatically be selected as a replacement diploma. The student can change how many copies of the diploma they want. The costs displayed will depend on the diploma selected since KUMC charges are slightly different than Lawrence charges. If the student selects to have the diploma mailed, an address must be present in the bottom box. The student’s permanent address defaults in and that can be changed by clicking Edit Address. For an international address, the delivery method should be International Certified Mail.

Click ‘Finalize Request’ to place an order or ‘Cancel Request’ to go back to the Student’s Center Page.
After clicking ‘Finalize Request’, the confirmation page appears. This will give the student another chance to change his/her name to be appeared on the Diploma.

Click Return to Diploma Delivery Request to modify the recent request or to add a new request. Once the request is marked as delivered it cannot be changed. Click Return to Student Center to go back to the Student Center.
By clicking the 'Return to Diploma Delivery Request' button from the confirmation page, Diploma Delivery Request page comes up.
The screen below shows one delivered request from 2009 plus two replacement requests that have not been delivered yet and can still be changed. The student can also add another diploma request.

Diploma Delivery Request

Existing Request

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<tr>
<th>#</th>
<th>Delivered</th>
<th>Diploma Type</th>
<th>Degree</th>
<th>Date Requested</th>
<th>Date Ordered From our supplier</th>
<th>Date Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Modify Order</td>
<td>Replace</td>
<td>BS</td>
<td>07/22/2010</td>
<td>Not Ordered</td>
<td>Not Delivered</td>
</tr>
<tr>
<td>3</td>
<td>Modify Order</td>
<td>Replace</td>
<td>BS</td>
<td>07/22/2010</td>
<td>Not Ordered</td>
<td>Not Delivered</td>
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I AGREE - START NEW DIPLOMA REQUEST