

Diploma Delivery Request – Changing the Diploma Delivery method through Student Self Service

Students who recently made a Diploma Delivery Request can change the previously selected delivery method. The diploma can be picked up for free or mailed to a specified address for a fee.

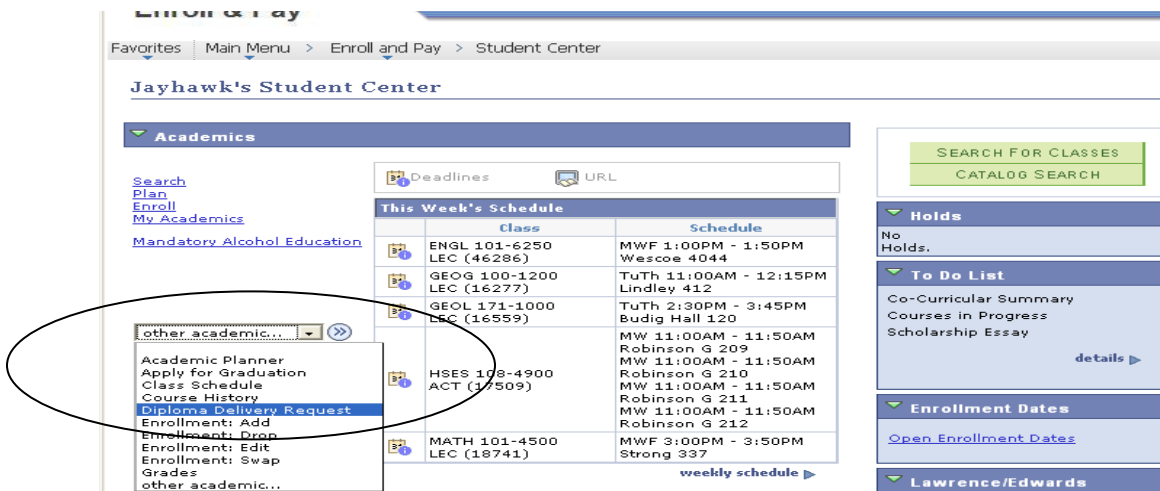
To submit this request, sign in to the Enroll and Pay System at <https://sa.ku.edu> , either from Enroll and Pay home by selecting ‘Degree Progress/Graduation’ folder under Enroll and Pay,



And then 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.



Select 'Modify Order' link .

Enroll & Pay

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

Diploma Delivery Request

Jayhawk Student

Diplomas Requested

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](#)

Modify Order	Diploma Type	Degree	Date Requested	Date Ordered from our supplier	Date Delivered
1 Modify Order	Original	BA	07/20/2010	Not Ordered	Not Delivered

Request a new diploma

New Request

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 e-mail 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 use the Browser BACK button during this process.

[I AGREE - START NEW DIPLOMA REQUEST](#)

That will bring the next page. Change the Delivery Method from the available drop down choices then click 'Save Changes' button.

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

[New Window](#) | [C](#)

Diploma Delivery Request

Jayhawk Student

Diploma Requested

Diploma Type Original **Date Entered** 07/20/2010
Academic Career UGDL **Completion Term** 4109 **Degree** BA

If you want to change the degree of this requested diploma or have any other questions please contact our office.
 Lawrence / Edwards Campus students should e-mail studentrecords@ku.edu or call 785-864-4422
 Medical Center students should e-mail kumregistrar@kumc.edu or call 913-588-1048


Diploma Name

This is your name as it will currently appear on your diploma. You may change the way your name appears on your diploma with the Registrar's Office by using the following link.

Name Jayhawk A Student [Update Diploma Name](#)

Delivery Method

If you want to change your diploma delivery method please change it here. Please note that this may cause an increased charge. There are no refunds of amounts already charged to your account.

Delivery Method 

- Domestic Certified Mail
- International Certified Mail
- Pick Up
- Regular Mail

Please pick up your diploma at the Student Records Center. Lawrence Campus students can request pickup at Edwards Campus Regents Center. Previous semesters may be picked up 10 business days after the time of order. Original diplomas are available after graduation as outlined below.
 Fall graduation available after March 1
 Spring graduation available after August 1
 Summer graduation available after October 1

[Save Changes](#) [Return Without Saving](#)

If the delivery method is changed from pick up to a mailing choice a popup message will come up stating the request will make a charge to their account. Then click the 'Save Changes' button at the bottom.

The screenshot shows a web browser window with the URL 'Enroll & Pay > Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request'. The page title is 'Diploma Delivery Request'. The user is identified as 'Jayhawk Student'. The 'Diploma Requested' section shows: Diploma Type: Original, Date Entered: 07/20/2010, Academic Career: UGDL, Completion Term: 4109, Degree: BA. A note below states: 'If you want to change the degree of this requested diploma or have any other questions please contact our office. Lawrence / Edwards Campus students should e-mail studentrecords@ku.edu or call 785-864-4422. Medical Center students should e-mail kumcregistar@kumc.edu or call 913-588-1048'. The 'Diploma Name' section contains the text: 'This is your name as it will currently appear on your diploma. You may change the way your name appears on your diploma with the Registrar's Office by using the following link.' The 'Name' field is filled with 'Jayhawk A Student'. The 'Delivery Method' section has a note: 'If you want to change your diploma delivery method please note that this will cause an increased charge. There are no refunds of a charge once a change is made.' Below this is a 'Delivery Method' dropdown menu. A 'Message' popup dialog is displayed over the page with the following text: 'Billing: This request will cause a change to your account. (20010,22) You are about to make a change to the diploma delivery method in a way that will cause a change to your account. Click OK to submit the change and get a confirmation page or Click Cancel to return to the Delivery Request page.' The dialog has 'OK' and 'Cancel' buttons. At the bottom of the page, there are 'Save Changes' and 'Return Without Saving' buttons. A footer note reads: 'Please pick up your diploma at the Student Records Center. Replacement diplomas from previous semesters may be picked up 10 business days after the time of order. Original diplomas are available after graduation as outlined below. Fall graduation available after March 1. Spring graduation available after August 1. Summer graduation available after October 1.'

That will bring the initial screen of Diploma Delivery Request. If the delivery method has been changed from pick up to a mailing choice, click on the 'modify order' link again to verify the mailing address.

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

Diploma Delivery Request

Jayhawk Student

Diplomas Requested

Existing Request

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[I AGREE - START NEW DIPLOMA REQUEST](#)

If the mailing address needs to be changed, click 'Edit Address' link. That will bring a separate address change page. Change and save the new address. That will bring back the Diploma Delivery Request page. Click 'Save Changes' to save the new address or 'Return Without Saving' to return back without saving changes.

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

Diploma Delivery Request

Jayhawk Student

Diploma Requested

Diploma Type Original **Date Entered** 07/20/2010
Academic Career UGDL **Completion Term** 4109 **Degree** BA

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Name Jayhawk A Student [Update Diploma Name](#)

Delivery Method

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Delivery Method Domestic Certified Mail

Delivery Address

If this is not a pickup order then this is the address your diploma will be mailed to. If you would like it mailed to a different address, please change the address here. [Click EDIT](#) will direct you to an address page to enter information. If this does not work please view popups for this system.

Country: United States
Address: 26th Street
 Lawrence, KS 66049
 DG

[Edit Address](#)

[Save Changes](#) [Return Without Saving](#)