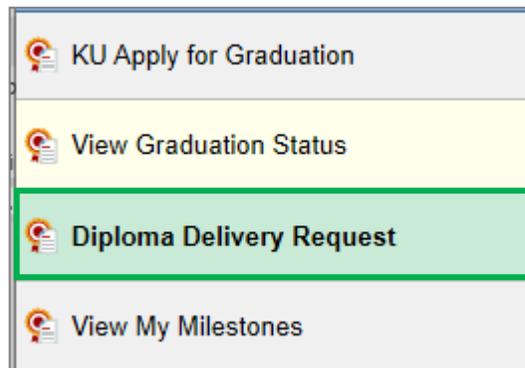
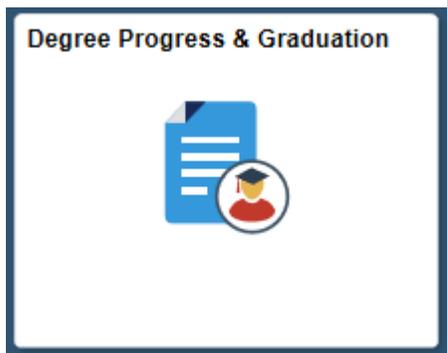


## Diploma Delivery Request

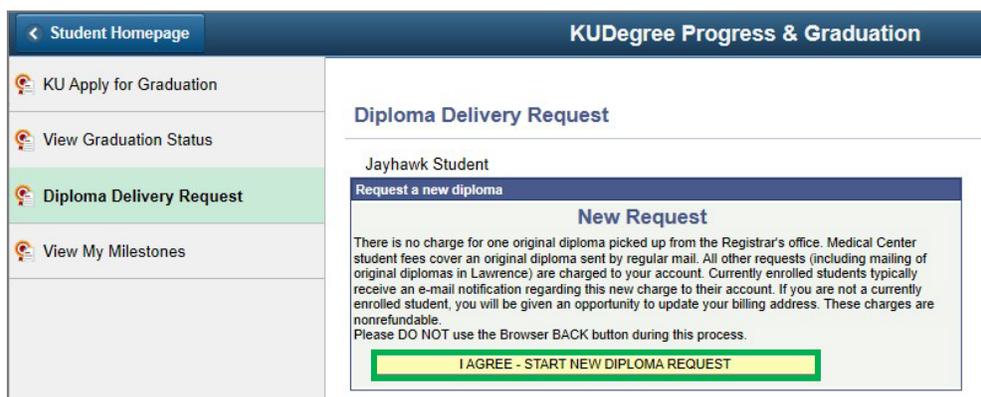
Students that have been awarded a diploma or have applied to graduate can order a diploma and list how they would like the diploma to be delivered. A student can only have one original of each diploma and can designate as many replacements as they need.

Students can get to the diploma delivery request and also edit their information by going to the Degree Progress & Graduation tile on their Student Homepage and then clicking on the Diploma Delivery Request page.



### Creating a Diploma Delivery Request

A New Request agreement will appear on the following page. If this is the first time that a student is requesting a diploma, the page looks like this:



To proceed, select the I AGREE – START NEW DIPLOMA REQUEST 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 any 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 have nothing currently to request.

Once the student selects the degree, they must then select the delivery method. If this is your first Diploma Delivery Request, it will automatically come up as a Diploma Type of Original.

Original Fee	Replacement	Delivery Method
\$10	\$20	Domestic Certified Mail
\$15	\$25	International Mail
\$25	\$35	Pick Up
\$30	\$40	Regular Mail
		Special Delivery China Option
		Special Delivery China Option

If a diploma that was awarded more than a year ago or was already delivered as an original will appear 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 as well as the delivery method. If the student selects to have the diploma mailed, an address must be present in the bottom box. The student's permanent address will automatically appear but can be changed by clicking Edit Address. For an international address, the delivery method should be International Mail. Click on the Finalize Request link to place the order.

After clicking 'Finalize Request', the confirmation page appears. This will give the student another chance to change their name that will be placed on the Diploma.

**KU Degree Progress & Graduation**

Student Homepage

- KU Apply for Graduation
- View Graduation Status
- Diploma Delivery Request**
- View My Milestones

### Diploma Delivery Request Confirmation

Your order was Successful - Please print this page for your records.

Jayhawk Student

#### Diploma Ordering

Bachelor of Arts  
 Applied for Degree 2020 Spring  
 Major(s) East Asian Languages and Cultures

Diploma Type Original Diploma  
 Delivery Method Regular Mail  
 Total Charge Amount 10.00

#### 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. Please note certificates only appear on your transcript and are not printed.

[Update Diploma Name](#)

Name Jayhawk Student

You do not have an e-mail registered for e-bill. If you register one by the next billing cycle you will receive an e-mail notifying you of your bill. Otherwise your bill will be sent to your billing address listed below.

#### Billing Address

You are responsible for this charge. This is the current billing address on file. If you want your bill to be sent to a different address please return to the Student Center and scroll down to Personal Information to change your billing address. If there is no information below please return to the Student Center and scroll down to Personal Information to add a billing address. You are responsible for these charges even if you do not receive a bill.

Country United States  
 Address 5555 Main St  
 Lawrence, KS 66049  
 Douglas

[For additional information on graduation, diploma delivery fees, and diploma availability.](#)

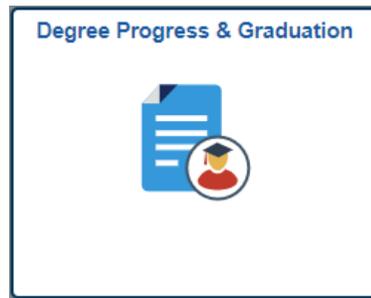
[Return to Diploma Delivery Request](#)

Select 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.

## Diploma Delivery Request – Changing the Diploma Delivery Method

Students who have recently completed a Diploma Delivery Request can elect to change the selected delivery method. The diploma can be picked up for free or mailed to a specific address for an additional fee.

To submit this request, sign into the Enroll & Pay system and select the **Degree Progress & Graduation** tile on your Student Homepage.



Go to the **Diploma Delivery Request** page and select the **Modify Order** link.

The screenshot shows the 'Enroll & Pay' system interface for the University of Kansas. The main navigation bar includes 'Student Homepage' and 'KUDegree Progress & Graduation'. The left sidebar contains links for 'KU Apply for Graduation', 'View Graduation Status', 'Diploma Delivery Request' (highlighted), and 'View My Milestones'. The main content area is titled 'Diploma Delivery Request' and shows 'Jayhawk Student' information. Below this, there is an 'Existing Request' section with instructions on how to modify an order. A table lists three diploma requests, with the third one having a 'Modify Order' link highlighted by a green arrow.

Completed	Diploma Type	Degree	Date Requested	Date Ordered from our supplier	Date Released for Delivery or Pickup
1 Completed	Original	BA	03/26/2007	Unknown	Unknown
2 Completed	Replace	BA	03/26/2007	Unknown	Unknown
3 <a href="#">Modify Order</a>	Replace	BA	02/06/2022	Not Ordered	Not Delivered

This will bring up the Diploma Delivery Request. Change the Delivery Method from the available drop down choices and select **Save Changes**.

### Diploma Delivery Request

Jayhawk Student

**Diploma Requested**

<b>Diploma Type</b> Replace	<b>Date Entered</b> 02/06/2022	<b>Number of Copies</b> 1
<b>Academic Career</b> UGDL	<b>Completion Term</b> 4032	<b>Degree</b> 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. Please note certificates only appear on your transcript and are not printed.

[Update Diploma Name](#)

**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**

▼

- Pickup
- Edwards Pickup-Lawr/Edwd only
- International FedEx
- International Mail
- Pickup
- Regular Mail
- UPS

Please pick up your diploma at the Service Desk in the KU...  
students can request pickup at Edwards Campus Registrar...  
diplomas can take several weeks to arrive on campus. Or...  
below:  
Fall graduation available mid-February  
Spring graduation available early July  
Summer graduation available mid-September

Save Changes
Return Without Saving

If the delivery method is changed from pickup to a mailing option, a popup message will come up stating that the request will create a charge to your account.

**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.

OK
Cancel

If the delivery method has changed from a Pickup to a mailing option, select the **Modify Order** link again to verify the mailing address. If the mailing address needs to be changed, select the **Edit Address** link and modify the address, as necessary. Select **Save Changes** to save the new address or **Return Without Saving** to retain the current address.

The screenshot displays the 'Diploma Delivery Request' form. The 'Delivery Method' section is at the top, with a dropdown menu set to 'Regular Mail'. Below it is the 'Delivery Address' section, which includes a text area for the address and an 'Edit Address' link. A green dashed arrow points from the 'Edit Address' link to an inset window titled 'Edit Address'. This window contains fields for Country (United States), Address 1 (1234 Jayhawk Blvd), Address 2, Address 3, City (Lawrence), State (KS), Postal (66045), and County (Douglas). The 'Edit Address' window also has 'OK' and 'Cancel' buttons. At the bottom of the main form are 'Save Changes' and 'Return Without Saving' buttons.

**Delivery Method**

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

\*Delivery Method

**Delivery Address**

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

Country

Address

[Edit Address](#)

**Edit Address**

Country  [Change Country](#)

Address 1

Address 2

Address 3

City

State

Postal

County

\*Delivery Method