

Diploma Delivery Request

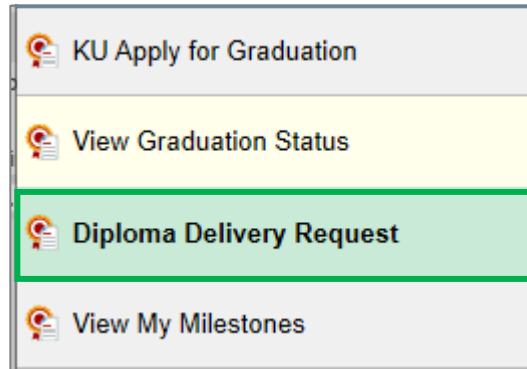
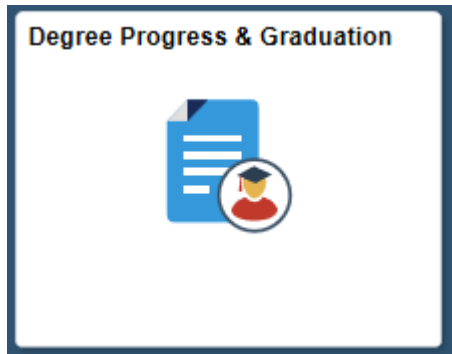
Students that have been awarded a diploma or have applied to graduate can order a diploma and list how they would like the diploma to be delivered. A student can only have one original of each diploma and can designate as many replacements as they need.

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.

Modifying a Diploma Delivery Request

Students who recently made a Diploma Delivery Request have the ability to update their previously selected delivery method. The diploma can be picked up for free or mailed to a specified address for a fee. Students are unable to modify any orders that have already been delivered.

To submit this request, sign into Enroll & Pay and click on the **Degree Progress and Graduation** tile on the Student Homepage followed by the **Diploma Delivery Request** page. Click on the **Modify Order** link.



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

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	10/01/2019	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](#)

Students are able to change the delivery method from the available drop down choices and click the Save Changes button.

Diploma Delivery Request

Jayhawk Student

Diploma Requested

Diploma Type Original	Date Entered 10/01/2019	
Academic Career UGDL	Completion Term 4202	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 kumcregistar@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 Jayhawk Student

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	Regular Mail <input type="button" value="v"/>
	Domestic Certified Mail
	International Mail
	Pick Up
	Regular Mail
	Special Delivery China Option

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 on this page to enter information. If this does not work please email studentrecords@ku.edu

Country United States	Address 1234 Jayhawk Blvd Lawrence, KS 66045 DOUGLAS	Edit Address
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[Save Changes](#) ← [Return Without Saving](#)

If the mailing address needs to be changed, select the **Edit Address** link. Make sure to save changes to proceed.

Note: If the delivery method has changed from **Pick Up** to a mailing choice, a popup message will appear stating that the request will make a charge to the student account.

