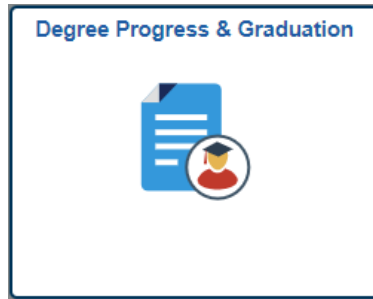


## Diploma Delivery Request – Changing the Diploma Delivery Method

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 a table of 'Diplomas Requested'. A green arrow points to the 'Modify Order' link in the third row of the table.

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**

Diploma Type	Replace	Date Entered	02/06/2022	Number of Copies	1
Academic Career	UGDL	Completion Term	4032	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 kumcregistrar@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

- 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.

