



## Diploma Request Form

Diplomas are \$40. Payment is due upon request. Please allow 4-6 weeks for processing. The College will not be able to issue diplomas until all past due balances have been paid and any holds have been removed. Payment can be made with credit card, cash or check made payable to MANHATTAN COLLEGE. You can submit this request via fax, mail or email to [registrar@manhattan.edu](mailto:registrar@manhattan.edu).

### Graduate Information

Name on Diploma: \_\_\_\_\_ SSN or Student ID#: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

Degree: ☐ BA ☐ BS ☐ MA ☐ MS ☐ Other: \_\_\_\_\_

### Contact Information

Street Address Apt.# City State Zip

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Telephone Email Address

### Delivery Options

☐ Mail Diploma (*provide address if different than address above*)

Street Address Apt.# City State Zip

☐ Hold diploma for pick up in the Registrar's Office (Memorial 101)

### Payment Information

☐ Check enclosed ☐ Cash

☐ Credit Card

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

☐ Visa ☐ Master Card ☐ Discover ☐ American Express

Name as it appears on card: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_