

Additional Diploma Request

- Diploma Fee: **\$30.00** per copy; payment must accompany completed request form.
- Requests are processed upon verification of the requestor's degree from **Holy Names University**.
- All holds must be cleared before this request will be processed.
- Diploma orders are sent to the printer at the conclusion of each semester; total wait time to receive diploma is **three to four** months.
- Please **type** or **print** legibly in ink; incomplete requests or requests that do not include payment will not be processed.
- Questions call: (510) 436-1133 or email studentresourcecenter@hnu.edu

1. **Student ID/SSN:** _____

2. **Name:** _____

3. **Address:** _____

 City: _____ **State/Country:** _____

 Zip code: _____

4. **Daytime Phone:** (____) _____

5. **Email Address:** _____

6. **Dates of Attendance:** _____

7. **Degree Awarded:** _____

8. **Student's Signature:** _____ **Date:** _____

9. **Number of copies requested:** _____ x \$30.00 each = \$ _____

10. **Mail or deliver completed request with payment to:** (cashier's check or money order payable to: **Holy Names University**)

**Holy Names University
Student Resource Center
3500 Mountain Boulevard
Oakland, CA 94619-1627**

FOR REGISTRAR'S OFFICE USE ONLY. PLEASE DO NOT WRITE IN THE SPACE BELOW.

Date received: ____/____/____ Balance: Y N Degree Date: ____/____/____ Degree: _____
Payment: \$ _____ Hold: Y N Honors: S M C Date Mailed or Picked Up: ____/____/____
Signature Required for Pick-Up: _____