



Delivery of Diploma/Certificate by Mail

Purpose: Used by graduates to request shipment of diploma(s)/certificate(s). Graduates with a financial obligation to the University are not eligible to obtain their diploma(s)/certificate(s) until the obligation has been satisfied.

Student Instructions:

1. Complete Section 1-3 of this form, using a computer.
2. Print the form using the 'Print Form' button.
 - a. a handwritten form will not be accepted.
 - b. an incomplete form will not be processed and will be returned to you for completion.
3. Sign the form in Section 4; a digital signature is not acceptable.
4. Attach a copy of an official picture I.D.
5. Submit this completed form and copy of an official picture I.D. via one of the methods listed at the bottom of this form .

Notes:

- a. indicate all diplomas and certificates to be shipped in Section 3.
- b. diplomas and certificates are shipped to U.S. addresses via USPS and to other countries via FEDEX. FEDEX will not deliver to a Post Office box.
- c. after one failed delivery attempt FEDEX will make telephonic or email contact with recipient to arrange delivery. If unable to arrange another delivery attempt the diploma/certificate will be returned to the University.

Section 1: Graduate Information

Name while attending Marquette

Last name, First name, Middle name _____

MUID _____

Date of Birth
MM/DD/YYYY _____

Email Address _____

Section 2: Shipment Information

Ship to _____

Shipment address

street, city, state, zip code _____

Diploma Email Address

Spring 2021 graduates and beyond _____

Section 3: Diploma/Certificate Information

Name as it appears on diploma/certificate _____

Degree

(e.g, Bachelor of Science) _____

Graduation Date

(e.g, MM/YYYY) _____

College/School _____

Degree

(e.g, Bachelor of Science) _____

Graduation Date

(e.g, MM/YYYY) _____

College/School _____

Certificate

(e.g, Digital Storytelling) _____

Graduation Date

(e.g, MM/YYYY) _____

College/School _____

Certificate

(e.g, Digital Storytelling) _____

Graduation Date

(e.g, MM/YYYY) _____

College/School _____

Include diploma cover

Yes

No

Note: the university is not responsible for any damage that occurs during shipment

Section 4: Graduate statement/signature

I have attached a copy of an official picture I.D. and hereby authorize shipment of my diploma(s) and/or certificate(s) to the address indicated above.

Signature _____

Date _____

Hand Deliver: Marquette Central, Zilber Hall, 121, 1250 West Wisconsin Avenue, Milwaukee, WI 53233

Mail: Marquette University, Zilber Hall, 221, P.O. Box 1881, Milwaukee, WI 53201-1881

Email: otrdocs@marquette.edu