

Diploma Delivery Request - Student Self Service

Students that have been awarded a diploma or have applied to graduation 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, after that they can order as many replacements as they need or want. If it is the first copy of the diploma, most of the time it will be the original diploma.

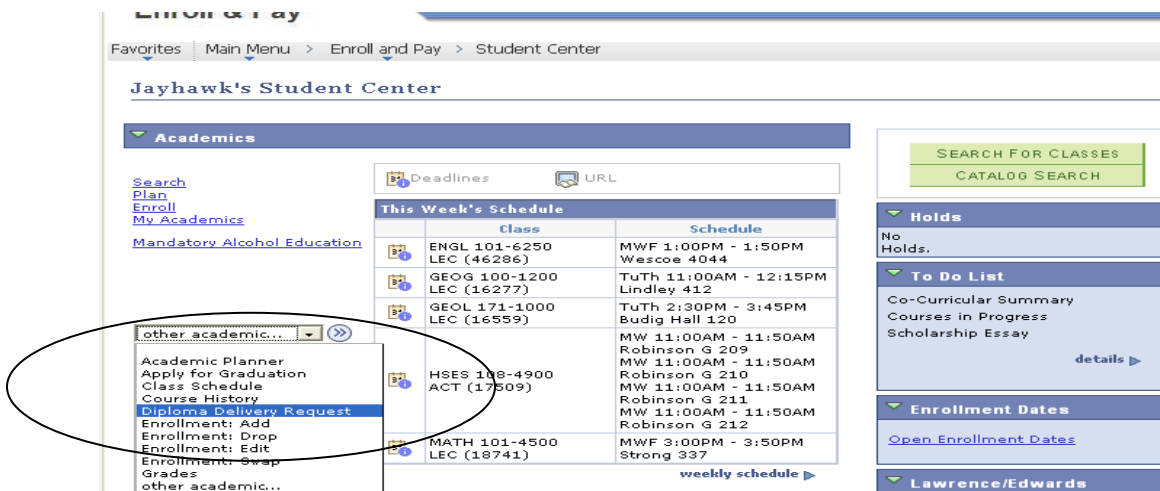
Students can get to the diploma delivery request area either from Enroll and Pay home by selecting 'Degree Progress/Graduation' folder under Enroll and Pay,



and then by selecting Diploma Delivery Request.



Or from the student center, by selecting 'Diploma Delivery Request' from the drop-down menu within 'other academics...' under Academics section.



Once the Diploma Delivery Request option is selected, the next page with a request agreement statement comes up as seen below.

If this is the first time a student is requesting a Diploma, the page looks like the one shown below. Continue with the Diploma Delivery Request by clicking 'I AGREE..' button.

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

Diploma Delivery Request

Jayhawk Student

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](#)

If the student recently submitted a Diploma Delivery Request then they can modify the existing request, by clicking the 'Modify Order' link.

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

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	B...	07/20/2010	Not Ordered	Not Delivered

Request a new diploma

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[I AGREE - START NEW DIPLOMA REQUEST](#)

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If a diploma has already been issued (since 2005) for the student, then it will be listed as Delivered in the diplomas requested area.

Only one original order can be created for each diploma. It will default to replacement order under Diploma type if an original order has already been created.

The degree column shows Academic Degree. The date requested shows the original date of the request. The date ordered shows the date the diploma order was created.

The date delivered shows the date the mailing labels were created if a diploma has been mailed or date the diploma was picked up if the delivery method selected was pick-up.

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

Diploma Delivery Request

Jayhawk Student

Diplomas Requested

Existing Request

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	Delivered	Diploma Type	Degree	Date Requested	Date Ordered from our supplier	Date Delivered
1	Delivered	Original	BGS	10/24/2009	8/28/2009	10/1/2009

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I AGREE - START NEW DIPLOMA REQUEST

Continue with the Diploma Delivery Request by clicking 'I AGREE..' button.

When the student agrees to the new request statement, the student will see any degrees that have been awarded or any application for degrees (AFD) they have on file. They can select which ever degree or AFD that is in Enroll and Pay on their program plan page. For an AFD diploma request, the actual diploma will not be ordered until the degree is conferred. If the degree is not in the system because the record needs to be audited, the student will see a message stating they don't have anything to request.

Enroll & Pay Enroll and Pay Home | Log Out

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request [New Window](#) | [Customize Page](#)

Diploma Delivery Request

Jayhawk Student

Select from below the degree for your diploma order by clicking on its description. Minors are not printed on the diploma and are not included below. If you want multiple diplomas, please make separate requests. If the degree you want is not displayed and you graduated prior to 1978 please contact us to pull your records from the archives.
If you have questions please contact:
Lawrence / Edwards Campus students should email studentrecords@ku.edu or call 785-864-4422
Medical Center students should email kumcregistrar@kumc.edu or call 913-588-1048

Select Degree	
Doctor of Philosophy	
Applied for Degree	2008 Spring
Major(s)	
Business	
<hr/>	
Master of Acct & Info Systems	
Degree Awarded	2006 Summer
Major(s)	
Master of Accounting and Information Systems	

Once the student selects the diploma then the screen comes up to select the delivery method. A diploma that was awarded more than a year ago or already delivered as an original, the Diploma Type will automatically be selected as a replacement diploma. The student can change how many copies of the diploma they want. The costs displayed will depend on the diploma selected since KUMC charges are slightly different than Lawrence charges. If the student selects to have the diploma mailed, an address must be present in the bottom box. The student's permanent address defaults in and that can be changed by clicking Edit Address. For an international address, the delivery method should be International Certified Mail.

Click 'Finalize Request' to place an order or 'Cancel Request' to go back to the Student's Center Page.

Enroll & Pay

Enroll and Pay Home | Log Out

Favorites | Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

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Diploma Delivery Request

Jayhawk Student

Diploma Ordering

Bachelor of General Studies
Degree Awarded: 2009 Summer
Major(s): Anthropology

Date Entered: 07/20/2010

Original or Replacement

Diploma Type: Replacement/Additional Copies

Students can only request one original diploma per degree. This request must be made within one year of graduation. After a year, students must request a replacement diploma. Prices for replacement diplomas are higher. If you want multiple copies, request one original and then make a separate request for the replacement(s).

Number of Copies: 1

Delivery Method: [dropdown]

Original	Replacement *	Delivery Method
Free	\$10	Pickup
\$10	\$20	Domestic Regular Mail
\$15	\$25	Domestic Certified Mail
\$25	\$35	International Registered Mail

*replacement charge includes \$10 for the diploma

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 here. Click EDIT, it will direct you to an address page to enter information. If this does not work please allow popups for this system.

Country: United States
Address: 26 th Street, Lawrence, KS 66045, DG [Edit Address](#)

Once you submit/finalize your request, you will only have the option to change delivery methods. Do NOT use the browser BACK button during this process.
You will not be able to cancel your request.

[Finalize Request](#) [Cancel Request](#)

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After clicking 'Finalize Request', the confirmation page appears. This will give the student another chance to change his/her name to be appeared on the Diploma.

Enroll & Pay

[Enroll and Pay Home](#)

[Favorites](#) | [Main Menu](#) > [Enroll and Pay](#) > [Degree Progress/Graduation](#) > [Diploma Delivery Request](#)

[New Window](#) | [Customi](#)

Diploma Delivery Request Confirmation

Your order was Successful - Please print this page for your records.

Jayhawk Student

Diploma Ordering

Bachelor of General Studies
 Degree Awarded 2009 Summer
Major(s)
 Anthropology

Diploma Type	Replacement/Additional Copies	Number of Copies	1
Delivery Method	Domestic Certified Mail		
Total Charge Amount	25.00		

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.

Name Jayhawk J Student Update Diploma Name

You do not have an e-mail registered for e-bill. If you register one by the next billing cycle you will receive an e-mail notifying you of your bill. Otherwise your bill will be sent to your billing address listed below.

Billing Address

You are responsible for this charge. This is the current billing address on file. If you want your bill to be sent to a different address please return to the Student Center and scroll down to Personal Information to change your billing address. If there is no information below please return to the Student Center and scroll down to Personal Information to add a billing address. You are responsible for these charges even if you do not receive a bill.

Country: United States

Address:

[For additional information on graduation, diploma delivery fees, and diploma availability](#)

Return to Diploma Delivery Request
Return to Student Center

Click Return to Diploma Delivery Request to modify the recent request or to add a new request. Once the request is marked as delivered it cannot be changed. Click Return to Student Center to go back to the Student Center.

By clicking the 'Return to Diploma Delivery Request' button from the confirmation page, Diploma Delivery Request page comes up.

The screen below shows one delivered request from 2009 plus two replacement requests that have not been delivered yet and can still be changed. The student can also add another diploma request.

Favorites Main Menu > Enroll and Pay > Degree Progress/Graduation > Diploma Delivery Request

Diploma Delivery Request

Jayhawk Student

Diplomas Requested

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Customize Find First 1-3 of 3 Last						
	Delivered	Diploma Type	Degree	Date Requested	Date Ordered from our supplier	Date Delivered
1	Delivered	Original	BGS	07/24/2009	8/28/2009	10/1/2009
2	Modify Order	Replace	BGS	07/20/2010	Not Ordered	Not Delivered
3	Modify Order	Replace	BGS	07/20/2010	Not Ordered	Not Delivered

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go to ...