



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:

- Complete Section 1-3 of this form, using a computer.
- Print the form using the 'Print Form' button.
 - a **handwritten form will not be accepted.**
 - an incomplete form will **not** be processed and will be returned to you for completion.
- Sign the form in Section 4; a digital signature is **not** acceptable.
- Attach a copy of an official picture I.D.
- 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:

- indicate all diplomas and certificates to be shipped in Section 3.
- 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.
- 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

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