



# Michigan Tech

## Diploma Order Form

**This is a printable form for domestic requests using a check or money order as payment type.**

Please print, complete and submit this form to: Michigan Technological University  
Registrar's Office  
1400 Townsend Drive  
Houghton, MI 49931-1295

Include your check or money order (U.S. funds only) made payable to Michigan Technological University.  
Allow approximately two weeks for processing.

Select one of the following:

- \$30 – Diploma\*
- \$50 – Diploma with cover\*
- \$20 – Diploma cover only

Note: Diplomas are mailed by U.S. Postal Service. Additional fees will apply for overnight diploma requests. Diploma covers will not be mailed overnight. Please contact the Registrar's Office at 906-487-2319 or registrar@mtu.edu

Name: \_\_\_\_\_  
*Last* *First* *Middle Initial*

Name while attending Michigan Tech: \_\_\_\_\_  
(if different than above)

Name as it should appear on diploma: \_\_\_\_\_

Note: If you have had a name change and would like that name printed on diploma, please provide supporting documents to verify change.

Michigan Tech Student ID number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Degree/Major earned: \_\_\_\_\_

Date earned: \_\_\_\_\_

Current email address: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Shipping address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\* Diplomas will be printed in the current format and size, 8" x 11", and will bear the signatures of the current University officials if signatures from your graduating class are not available.