

# Diploma Distribution

## Submit in person to:

Student Services Center  
Tresidder Memorial Union, 2nd Floor  
Monday - Friday, 9 a.m. - 5 p.m.  
<http://helpsu.stanford.edu/?pcat=ssc>



## Mail or fax to:

Office of the University Registrar  
Stanford University  
630 Serra Street, Suite 120  
Stanford, CA 94305-6032  
Fax: (650) 725-7248

Please type or print

Printed Name of Student (Last) (First) (Middle)

Stanford Student Number Phone Number Email Address

## Instructions

Please indicate your desired distribution method for each degree earned. This form should be submitted to the Student Services Center, Tresidder Memorial Union, second floor, by the deadline to apply to graduate.

I will receive my diploma for the degree listed below at the departmental commencement ceremony: note that all diploma award ceremonies are held concurrently. You can attend only one ceremony and be presented with one diploma, unless the same department confers all of your degrees. If you are receiving more than one degree from different departments, indicate your distribution choice for the remaining diplomas using another option below. If you are receiving a single degree with more than one major, indicate which departmental ceremony you will attend.

Degree Type(s) (e.g., Ph.D., M.A., B.A.) Major(s) Conferral Date (Quarter and Year)

I will retrieve my diploma(s) from the Student Services Center, Tresidder Memorial Union, second floor: bring valid photo identification. You or your designee can retrieve your diploma(s) on Commencement Sunday between noon and 4:00 p.m., or on any business day thereafter. Students can retrieve their diploma(s) 90 days after the conferral date for Autumn, Winter, or Summer conferrals.

Degree Type (e.g., Ph.D., M.A., B.A.) Major Conferral Date (Quarter and Year)

Degree Type (e.g., Ph.D., M.A., B.A.) Major Conferral Date (Quarter and Year)

Printed Name(s) of Designee(s) Authorized to Retrieve My Diploma(s)

Please mail my diploma(s) to me: Diplomas are sent in July for Spring conferrals. Diplomas for students are sent 90 days after the conferral date for Autumn, Winter, and Summer conferrals.

- First Class Mail, Domestic and International .....Free
- Domestic via FedEx (U.S. only) .....\$15.00 (submit a check made payable to Stanford University)
- International via FedEx .....\$35.00 (submit a check made payable to Stanford University)

Recipient's Name Telephone

Street Number Street Name P.O. Box/ Apartment/Suite

City State/Province Zip/Postal Code

Country

Student Signature (required regardless of distribution method selected) Date 05/2009