



Mail Form/Payment to:
University of Saint Francis
Attn: Registrar Office
2701 Spring Street
Fort Wayne, IN 46808

Email questions to: registrar@sf.edu

Request for Diploma

Please complete this form to receive a copy of your diploma. I understand that there is a \$35 processing fee.

Request Date: My USF ID: Last 4-digits of SSN:

Student Name: (As you wish it to appear on your diploma. Please Print Clearly)

Email Address: Phone#:

Mailing Address:

Degree (i.e.: Associate):

Major (i.e.: Nursing):

I completed my degree on (i.e.: Spring, 2023):

Amount Due Upon Request: \$35 Method of Payment: Cash Check Money Order

Delivery Method

- I will pick up from the Registrar
Please send via US Mail to above address:

FERPA Policy: According to the Family Educational Rights and Privacy Act, educational records may only be released to parents, spouses, or others if one of the following conditions has been met:

- 1. Through the written consent of the student. Students must file a completed "Authorization for Release of Information" form at the Registrar Office.
2. In compliance with a subpoena
3. By submission of evidence that the parents declared the student as a dependent on their most recent federal income tax form.

Student Signature: