YOUNGSTOWN STATE UNIVERSITY

Diploma Mailing Form

Complete this form if you are changing your mailing address after you have applied
for graduation **or** to have a diploma that was never picked-up mailed to you.

Instructions:

1. Complete all information requested below and submit via fax (330-941-1408), e-mail (records@ysu.edu), or in person at the Penguin Service Center, Meshel Hall, 2nd floor. Remember to save your completed form to your device if submitting via email.
2. Provide a valid photo ID (driver's license, passport, YSU ID, etc.).
3. Complete all information requested below.

Student/Graduation Information:

Name: _____ Student ID# or SSN: _____

       First   MI   Last

Name at time of graduation: _____ Date of Birth:_____

(If different from above)   MM/DD/YYYY

Degree Earned: (BA, BSAS, etc.): _____ _____

Graduation Term & Year: (Fall 2017, etc.): _____

Phone Number (required): _____ Email (required): _____

Do you need a diploma cover? (current graduates will receive a diploma cover at the commencement ceremony)
  ___ Yes, please send a cover.   No, I do not need a cover.

Please check one of the following:

____ I am graduating this semester, have already applied for graduation, and need to change my diploma mailing address.
____ I am an alum and never picked-up my diploma.
____ Other: _____

New Diploma Mailing Address:

Address: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Country (if other than USA): _____

Please remember to submit a copy or photo of a photo ID (driver's license, YSU ID, passport, etc.) so we can confirm your identity. The address on the photo ID

does not need to match the diploma mailing address.

Student Signature: _____ Date: _____

For Records Use Only:

ID checked: _____ Updated in Banner: _____ Diploma ordered: _____ Diploma mailed: _____