



Diploma Reorder Form

Completion of this form initiates an order of an additional copy of your diploma. The appropriate fee must accompany this form. Please return completed form to the Office of the Registrar, 1001 Rogers Street, Columbia, MO 65216 (e-mail diplomas@ccis.edu; fax (573) 875-7436).

Student Information

Student ID # or DOB: _____

Last Name: _____ First Name: _____ M.I. _____

Name(s) while attending (if different from above): _____

Address (Cannot be a P.O. Box): _____

City: _____ State: _____ Zip: _____ Phone: _____

If you would like to provide a separate mailing address, such as a P.O. Box, please provide below.

Mailing address: _____

Diploma Information

Name as it should appear on diploma: _____

Degree completion date: _____

Check here if you are ordering a **Realtor University** diploma

Please indicate your previously awarded degree and major (if applicable):

- | | |
|---|--|
| <input type="checkbox"/> Associate in General Studies (AGS) | <input type="checkbox"/> Bachelor of Social Work (BSW) |
| <input type="checkbox"/> Associate in Arts (AA) | <input type="checkbox"/> Bachelor of General Studies (BGS) |
| <input type="checkbox"/> Associate in Science (AS) | <input type="checkbox"/> Master of Arts (MA) |
| <input type="checkbox"/> Bachelor of Arts (BA) | <input type="checkbox"/> Master of Business Administration (MBA) |
| <input type="checkbox"/> Bachelor of Fine Arts (BFA) | <input type="checkbox"/> Master of Education (M.Ed.) |
| <input type="checkbox"/> Bachelor of Science (BS) | <input type="checkbox"/> Master of Science (MS) |
| <input type="checkbox"/> Major: _____ | <input type="checkbox"/> Certificate |

Payment Information

Please check one: **Diploma/Certificate (\$10.00)** **Diploma with diploma cover (\$20.00)**

Visa MasterCard Discover Check/Money order enclosed (Do not send cash)

Card Number: _____ - _____ - _____ - _____ Exp Date: ____ / ____

CVC code (REQUIRED): _____ Billing Zip Code: _____

X

SIGNATURE

Date

Signature is required to authorize the release of your diploma and to charge your credit card payment. Computer-generated signatures are not valid.

FOR OFFICE USE ONLY:	DEGREE DATE:
DATE RECEIVED:	DEGREE:
DATA VERIFIED:	MAJOR:
DIPLOMA MAILED:	HONORS:
VERIFIED BY:	F.C.: