

# DIPLOMA ORDER FORM

Complete the information below and return to the Student Solutions Center, along with your payment in check or money order made out to **The University of Charleston**.

**Please check your University below.**

**The University of Charleston**

*\*if you graduated from Morris Harvey College, please check The University of Charleston*

**Mountain State University**

*\*if you graduated from Beckley College or the College of West Virginia, please check Mountain State University.*

**Cost:** Diploma - \$50.00 each

Cover - \$25.00 each

Diploma and Cover - \$75.00 each bundle

Number of diplomas ordered \_\_\_\_\_ Number of covers ordered \_\_\_\_\_

*Diplomas can take up to 8-10 weeks for verification, shipment, and arrival. When your diploma is delivered to the University, you will be notified via email that it has been shipped to you via USPS with a specific tracking number.*

**Note: For each separate diploma, please use a different order form.**

## Student Information:

Student Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Degree Received:  Associate in Arts  Associate in Science  
 Bachelor of Arts  Bachelor of Science  
 Master of Science  Doctor  
 Master of Business Administration

Year of Graduation: \_\_\_\_\_  Spring  Summer  Fall

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**How would you like your name printed on your diploma?**

\_\_\_\_\_

**Return this form along with your payment to:**

The University of Charleston  
Attn: Student Solutions Center  
2300 MacCorkle Ave., SE  
Charleston, WV 25304

For questions or more information, contact:  
**UC STUDENT SOLUTIONS CENTER**  
solutions@ucwv.edu