



**APPLICATION FOR CERTIFICATE**

*For students who were automatically awarded in a previous term.*

(Please type or print and complete all items.)

*Name as it appears on permanent record:*

\_\_\_\_\_, \_\_\_\_\_  
**Last First Middle (Maiden)**

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

**City/State/Zip:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**LoLA ID #:** \_\_\_\_\_ **SSN#:** \_\_\_\_\_

**Phone# (\_\_\_\_\_) \_\_\_\_\_ e-mail:** \_\_\_\_\_

*Name as you would like it to appear on diploma:*

\_\_\_\_\_, \_\_\_\_\_  
**Last First Middle (Maiden)**

I would like to receive my diploma that was automatically awarded in \_\_\_\_\_ for the:  
Semester/Year

\_\_\_\_\_ Certificate of General Studies (CGS)

\_\_\_\_\_ Certificate of Technical Studies (CTS) in \_\_\_\_\_  
Major

**Please choose an option:**

\_\_\_\_\_ Please notify me via the phone# listed above when my diploma is ready for pickup.

\_\_\_\_\_ Please notify me via the e-mail address listed above when my diploma is ready for pickup.

\_\_\_\_\_ Please mail my diploma to the address listed above. (An additional \$20.00 is applied.)

\_\_\_\_\_  
**Student's Signature Date**

-----  
A fee of \$50 is charged for the diploma. Students who choose to have the diploma mailed will be charged an additional \$20.00 fee. All fees must be paid to the Bursar's Office before the request is processed.

**FEE PAID:** \_\_\_\_\_  
**Cashier Date**

-----  
**Date mailed:** \_\_\_\_\_ **Certified Article No.:** \_\_\_\_\_

\_\_\_\_\_  
**Registrar's Staff**