

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