



DIPLOMA REMAKE ORDER FORM

Office of the University Registrar

(Please allow at least 5 business days for processing.)

Student ID: _____

Student Name: _____ DOB: _____

(as it appears on TAMIU records)

Phone Number: () _____ Email Address: _____

Please PRINT name EXACTLY as you want it to appear (accents, tildes, etc. MUST be clear).

Degree Title: _____ Graduation Date: _____

Qty: _____ X \$30 each for electronic requests, pick-up requests, and domestic mailings; \$50 for international mailings

Degree Title: _____ Graduation Date: _____

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Will you require that your diploma(s) be mailed? No Yes - (if yes, please complete ALL fields below)

Name: _____

Address (no P.O. Boxes): _____

City: _____ State: _____ Zip: _____

Phone Number: () _____

Student's Signature: **X** _____ Date: _____

Instructions for requesting a diploma remake

-In person: please complete form, pay the total amount at the Business office (Zaffirini Student Success Center 137) and submit to the Office of the University Registrar (Zaffirini Student Success Center 121).

-Via mail: send this form along with a copy of your student or state ID and check/money order to:

Office of the University Registrar - Diploma Remake
Texas A&M International University
5201 University Blvd
Laredo, Texas 78041

-Via TAMIU student email: scan this form along with a copy of your student or state ID to: graduation@tamiu.edu.

-Via fax: fax this form along with a copy of your student or state ID to (956) 326-2249.

*Make check/money order to Texas A&M International University. (No cash)

**To pay via phone using your credit card, contact the Business Office at (956) 326-2141. (Do not include credit card information on this form.)

For Business Office Use Only

Total Fee: \$ _____ Receipt #: _____ Received by: _____ Date: _____

For Registrar's Office Use Only (attach documentation per degree for verification)

Received by: _____ Date: _____ Remade by: _____ Date: _____

Mailed Picked up - By: _____ on: _____