



If you do not plan to attend commencement, it is important that you complete and submit this form to your college office at least two weeks prior to that date. Fax: 614-292-3656

**Print/type your full name**

\_\_\_\_\_  
First/Middle/Last

\_\_\_\_\_  
Graduate School

\_\_\_\_\_  
Your college

\_\_\_\_\_  
Degree expected

\_\_\_\_\_  
Social Security Number

For \_\_\_\_\_ Commencement  
Quarter /Year

**Check Only One of the boxes below:**

I will pick up my diploma within one week after Commencement at the Office of the University Registrar, 320 Lincoln Tower, 1800 Cannon Drive.

I cannot personally pick up my diploma within one week, but I am authorizing the person(s) named below to pick up my diploma on my behalf.

Full name of the person(s) to whom you are giving permission.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please mail my diploma to the address provided below.  
The information below will be used to prepare a mailing label for your diploma or to contact you if there is a problem during diploma processing. (You should receive your diploma about one month after Commencement Date.)  
Please note, diplomas are not forwarded via US Mail.

\_\_\_\_\_  
First /Middle/Last

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Your Signature Required

\_\_\_\_\_  
Date