

## Diploma Cover Mailing Request

**Graduates who participate in the commencement ceremony are presented with a red, padded diploma cover. Effective Summer 2022, graduates who do not participate in the ceremony may pick up a diploma cover in the Registrar's Office, beginning one week following graduation.**

- ❖ Graduates who wish to have the cover mailed domestically may submit this Diploma Cover Mailing Request and provide payment for the shipping and handling fee. For international mailing, please contact the Registrar's Office.
- ❖ Covers are limited to one cover per graduate, per ceremony.
- ❖ Make checks or money orders payable to Jacksonville State University and mail to the Office of the Registrar at the address listed above
- ❖ Please allow two (2) to three (3) weeks for processing.
- ❖ Orders will not be processed unless all financial obligations to the university have been met.

**Name** (*Please Print Legibly*): \_\_\_\_\_  
(First) (Middle) (Last)

**Student Number:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**Level of Degree Awarded (Doctoral, Graduate, or Undergraduate):** \_\_\_\_\_

**Date of Graduation:** \_\_\_\_\_

**Diploma Cover Shipping and Handling Fee:**

Domestic Shipping and Handling \$20.00

Mail to the domestic address listed below: (*Please print legibly*)

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

**I affirm that I am the above-named student. In compliance with FERPA, I hereby give my written consent and authorize Jacksonville State University to mail my diploma cover as noted. I understand all financial obligations to JSU must be cleared before the diploma cover can be released.**

\_\_\_\_\_  
*Student Signature*

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### **PAYMENT INFORMATION**

**Payment Method Selected:**

Personal check or money order made payable to Jacksonville State University

Credit Card:  Visa  MasterCard  Discover

Card Number: \_\_\_\_\_

V Code\*: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\* V Code=Last three digits in the signature box on the back of the card.