



**Diploma Reorder Form
Registrar's Department**

St. Matthew's University
12124 High Tech Avenue
Suite 350
Orlando, FL 32817

Print form, complete requested information, and return to SMU at the address, email or fax number listed at the bottom of this form.

Fees: Diploma – USD \$50.00
Diploma with cover – USD \$65.00
Domestic Shipping – USD \$25.00
International Shipping – USD \$50.00

Fees can be paid with check, money order, U.S. bank check or through the SMU online bill pay.

Once SMU receives your completed form and payment, we will place your order.

PLEASE PRINT NAME BELOW AS IT APPEARS ON YOUR CURRENT DIPLOMA

DEGREE DATE _____ **SS#** _____

NAME, *IF DIFFERENT*, WHEN ATTENDING ST. MATTHEW'S UNIVERSITY

CURRENT SHIPPING ADDRESS:

CURRENT INFORMATION:

(H) _____
(W) _____
(C) _____
Email _____

SIGNATURE _____ **DATE** _____

PLEASE SUBMIT COMPLETED FORM TO:

St. Matthew's University 12124 High Tech Ave., Suite 350, Orlando, FL 32817
Phone – 800-498-9700 / 407-488-1700 Fax – 800-565-7177 / 407-488-1743
Email – registrar@stmatthews.edu

FOR OFFICE USE ONLY:

DEGREE DATE VERIFIED: _____

PAYMENT CLEARED DATE: _____

DEGREE ORDER DATE: _____

DEGREE RECEIVED DATE: _____

DEGREE SHIPPED DATE: _____