



HAWAI'I PACIFIC UNIVERSITY
 500 ALA MOANA BLVD, SUITE 5A
 HONOLULU, HAWAI'I 96813
 PHONE: (808) 544-0239
 EMAIL: ptg@hpu.edu

OFFICE USE ONLY
DATE: _____
RECEIPT: _____

REQUEST FOR AN ADDITIONAL DIPLOMA

IDENTIFICATION (Student ID # or last 4 digits of SSN required): _____

NAME: _____

Last Name
First
Middle

Name you used while at HPC/ HLC/ HPU if different from name above:

Name to appear on diploma (upper and lower case, if name is different than name originally on file with HPU, identification documentation will be required) :

Degree: _____

Concentration/ Major: _____

Month & Year Completed: _____

Honors Shown on Diploma: _____

Mailing Address (Please print legibly):

Name: _____

Street: _____

City/State/Zip Code: _____

Country: _____

Phone #: _____ Email: _____

STUDENT'S SIGNATURE: _____ **Date:** _____

(Digital signatures not accepted)

DIPLOMA PROCESSING FEE: \$63

Request for Diploma Cover: +\$10 *Expedited Shipping:(Contact HPU for current shipping charge) \$ _____

Please enclose with this order form: U.S. Check/ Money Order payable to **Hawai'i Pacific University** and mail to:
Hawai'i Pacific University
Registrar's Office - Attn Diploma Order
500 Ala Moana Blvd, Ste 5A
Honolulu, HI 96813

Please allow approximately 4-6 weeks for processing and delivery unless expedited printing shipping is selected. Checks or money orders must clear before order will be processed.

*HPU is not responsible for lost, damaged, or misdirected mail. If a replacement diploma is needed, a new order will be required with fees assessed. It is recommended to choose expedited shipping that includes a tracking number.