



For Office Use Only

Posted By: _____ Date Posted: _____

Office of the Registrar

Facsimile Diploma Request

Important: Before ordering, check to see if a [Certified Electronic Diploma \(CeDiploma\)](#) can be used instead of a facsimile diploma.

STUDENT INFORMATION			
Student ID: _____	Name: _____		
	Last Name	First Name	Middle Name
Email: _____	Phone: _____		
Date of Birth: _____	Name on as it should appear on diploma: _____		
Graduation Date: _____	Notarization Required?: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If sending for an Apostille, notarization is needed)</i>		
Month / Year			

DEGREE / DIPLOMA INFORMATION			
Check the degree(s) for which a facsimile diploma is being requested:			
<p style="text-align: center;"><u>Undergraduate Degrees</u></p> <p><input type="checkbox"/> BA Arts</p> <p><input type="checkbox"/> BMUS Music</p> <p><input type="checkbox"/> BS Science</p> <p><input type="checkbox"/> BSBE Bioengineering</p> <p><input type="checkbox"/> BSCE Civil Engineering</p> <p><input type="checkbox"/> BSCHE Chemical Engineering</p> <p><input type="checkbox"/> BSCS Computer Science</p> <p><input type="checkbox"/> BSEE Electrical Engineering</p> <p><input type="checkbox"/> BSME Mechanical Engineering</p> <p><input type="checkbox"/> BSMS Materials Science</p> <p><input type="checkbox"/> BSMSNE Materials Science & NanoEng</p> <p style="text-align: center;"><u>Undergraduate Professional Degree</u></p> <p><input type="checkbox"/> BARCH Architecture</p>	<p style="text-align: center;"><u>Graduate Degrees</u></p> <p><input type="checkbox"/> AD Artist Diploma in Music</p> <p><input type="checkbox"/> MA Arts</p> <p><input type="checkbox"/> MACCO Accounting</p> <p><input type="checkbox"/> MAGA Arts in Global Affairs</p> <p><input type="checkbox"/> MARCH Architecture</p> <p><input type="checkbox"/> MAT Arts in Teaching</p> <p><input type="checkbox"/> MAUD Arch in Urban Design</p> <p><input type="checkbox"/> MBA Business Admin</p> <p><input type="checkbox"/> MBE Bioengineering</p> <p><input type="checkbox"/> MCAAM Computational & Applied Math</p> <p><input type="checkbox"/> MCE Civil Engineering</p> <p><input type="checkbox"/> MCEE Civil & Environmental Engineering</p> <p><input type="checkbox"/> MCHE Chemical Engineering</p> <p><input type="checkbox"/> MCS Computer Science</p> <p><input type="checkbox"/> MCSE Computational Science & Engineering</p> <p><input type="checkbox"/> MEE Electrical Engineering</p> <p><input type="checkbox"/> MEECON Energy Economics</p> <p><input type="checkbox"/> MENVI Environmental Engineering</p> <p><input type="checkbox"/> MES Environmental Science</p> <p><input type="checkbox"/> MLS Liberal Studies</p> <p><input type="checkbox"/> MME Mechanical Engineering</p>	<p><input type="checkbox"/> MMS Materials Science</p> <p><input type="checkbox"/> MMSNE Materials Science & NanoEng</p> <p><input type="checkbox"/> MMUS Music</p> <p><input type="checkbox"/> MS Science</p> <p><input type="checkbox"/> MSBHP Bioscience & Health Policy</p> <p><input type="checkbox"/> MSEADM Environmental Analysis & Dcsn Mking</p> <p><input type="checkbox"/> MSNP Nanoscale Physics</p> <p><input type="checkbox"/> MSNS Nanoscale Science</p> <p><input type="checkbox"/> MSSG Subsurface Geoscience</p> <p><input type="checkbox"/> MSSPS Space Studies</p> <p><input type="checkbox"/> MST Science Teaching</p> <p><input type="checkbox"/> MSTAT Statistics</p>	

MAILING / PICK-UP INFORMATION			
<input type="checkbox"/> I will pick up the facsimile diploma.		<input type="checkbox"/> Please mail the facsimile diploma to:	
Name: _____			
Street Address: _____		City: _____	
State: _____		Postal Code: _____	
Country: _____			

ACKNOWLEDGEMENT AND SIGNATURE	
<p>The cost is \$20 per diploma ordered. Orders are not processed until full payment is received. We accept credit cards and electronic checks, and payment must be made online at OTRfees.rice.edu. Send completed order form via postal mail, e-mail (registrar@rice.edu), or deliver in person to: Office of the Registrar MS 57, 116 Allen Center, 6100 Main Street, Houston, TX 77005. Processing time is approximately 3-5 business days.</p>	
Student Signature: _____	Date: _____