DIPLOMA MAILING FORM
(previous graduation terms)

- If you plan to graduate in the current term you can view your diploma mailing address online by going to myYSU, Banner Self Service, Student, Student Records, View Graduation Applications. Should you need to update your diploma mailing address, please call 330-941-3182.
- If you graduated in a prior term and would like your diploma mailed complete the entire form. If the form is missing any information it will be returned.
- Please fax (330-941-1408), email (crpokrivnak@ysu.edu), or mail (YSU Records Office, 1013 Jones Hall, One University Plaza, Youngstown, OH 44555) the completed form.

DATE OF GRADUATION: ____________________ DID YOU ATTEND THE CEREMONY? □ YES □ NO

NAME: ________________________________________________________________ YSU id# or SSN____________________

ADDRESS: (Diplomas are sent via USPS Flat Rate/Priority with delivery conformation and are insured)
_________________________________________________________________________________

CITY: ____________________ STATE: ________________ ZIP: ________________

PHONE: ____________________ EMAIL ADDRESS: ______________________________

SIGNATURE (Required): __________________________________ DATE: ________________

- The request must include the student’s written signature.
- There is no charge for diplomas sent with normal processing within the USA. For rush or out of country service call 330-941-2942. Additional fees for rush or out of the country mailings must be paid prior to shipping the diploma.

Revised 8/28/2014