

Please return this form via fax, mail, email, or e-sign to: Fax: 888.226.6319 ♦ Mail: 1515 Arapahoe Street Tower 3, Floor 11, Denver, CO 80202 ♦ Email: RecordsUoR@ashford.edu. **This form should only be used by former University of the Rockies students.**

Please allow 5-7 business days for your form to be processed. This completed form, including required fees, must be submitted to release all transcripts, diplomas, and verifications for degrees awarded. After processing this form, your account will be charged the \$150 graduation fee plus any applicable sales tax. This fee pays for the final audit of your degree, your official transcript, and the processing, printing, packaging, and shipping of your diploma. It is your responsibility to pay this fee before your transcripts, diploma, or verification of degree awarded can be released. Despite what may be reflected on your student portal ledger card, federal student aid funds cannot be used to pay this fee. Payment can be made via your student portal under the My Finances > Make a Payment Online tab or you can call 800-798-0584 ext. 20066.

The date of degree conferral recorded on your transcript and on your diploma will reflect the date you complete all academic degree requirements. Degree completion is generally recorded on a student's official transcript within 30 days of completion of ALL program requirements. Diplomas are generally ordered within 30 days of completion of all program requirements and payment of all related tuition and fees. Ordered diplomas may take 6-8 weeks to arrive. Diplomas and transcripts will be withheld until this document is submitted and all accounts at the University are paid in full.

Diplomas will include the student's name as indicated on the form below. The student's degree, applicable major(s), and applicable undergraduate honors will be reflected on the diploma along with the date of degree conferral officially issued by the University. Any applicable concentration(s), specialization(s), and/or minor(s) that are earned will not be indicated on the diploma but will be indicated on the student's transcript.

Student Information

First Name: _____ Last Name: _____
Student ID: _____ Email: _____

Print your name as you would like it to appear on your diploma and in the Commencement Program: _____
(If blank, name will appear as it is in the University System)

Address Information

Street Address or PO Box: _____ Country: _____
City: _____ State/Province: _____ Zip: _____

Your contact information listed above will be updated in the Ashford University database unless you indicate otherwise. Ashford University will mail one official transcript, your diploma, and any additional graduation information or items for ceremony participants to this address.

Diploma Address

I understand that my diploma will be sent to the address above in a cover.

*Ashford University students can take advantage of an exclusive offer for diploma framing options by visiting <http://www.jostens.com/apps/store/customer/2551082/Ashford-University/>

If you wish to receive your diploma at a different address than the one indicated above, please update your diploma mailing address in the student portal. To update your diploma mailing address: Log into your Student Portal, click Account Info and then click My Information. To edit your personal information, click on the Edit button. Go to the Address tab in My Information, and click the Add New Address button. Choose Diploma Address from the drop-down menu and enter your new address.

Program Information

Degree: _____ Specialization: _____

Acknowledgement

I acknowledge that I have read, fully understand, and agree to the terms listed above.