

**THE UNIVERSITY OF TEXAS
SOUTHWESTERN MEDICAL CENTER
AT DALLAS**

SOUTHWESTERN SCHOOL OF HEALTH PROFESSIONS

REQUEST FOR DIPLOMA REORDER

Upon receipt of this completed form, your diploma will be ordered. Processing of the duplicate diploma usually takes approximately 30 days.

Social Security # _____

Print your name as it shall appear on the Diploma (include punctuation)

Name used while enrolled at UT Southwestern: _____
(IF DIFFERENT FROM ABOVE)

Street Address: _____
City State Zip Code

PLEASE COMPLETE THE FOLLOWING:

Department: _____	Date Received: _____
	(Month/Year)
Master of Physical Therapy _____	Master of Physician Assistant Studies _____
Bachelor of Science _____	Certificate _____
Signature _____	
Email Address: _____	Telephone: _____

ADDITIONAL INFORMATION

1. The cost for a duplicate diploma for Bachelor of Science or Certificate is **\$35.00**, the cost for the Master=s degree (PT, PA) is **\$50.00** and must be received with this form.
2. Please make check payable to UT Southwestern (**NO CASH PLEASE**)
3. Please do not hesitate to contact us at (214 648-3606) if you have not received your diploma within a reasonable amount of time (4 weeks minimum and 6 weeks maximum). Mail completed form to the address below.

UT Southwestern
Attn: Ida Willis
Office of the Registrar
5323 Harry Hines Blvd.
Dallas, TX 75390-9096

Disclosure of your social security number (SSN) is requested from you in order for The University of Texas Southwestern Medical Center to match your request with our student/graduate information. No statute or other authority requires that you disclose your SSN for that purpose. Failure to provide your SSN, however, may result in our inability to match your request with the correct graduation record. Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable law.

With few exceptions, you are entitled on your request to be informed about the information U.T. Southwestern collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Southwestern correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. Southwestern collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.