



THE UNIVERSITY

OF TEXAS

AT ARLINGTON

Office of Admissions,  
Records & Registration

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[www.uta.edu/registrar](http://www.uta.edu/registrar)

## Diploma Pick-up Authorization Form

Student Name: \_\_\_\_\_

Student ID and/or SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Degree Received: \_\_\_\_\_

Year and Semester degree was awarded: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to pick-up my diploma.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The completed form must be faxed in or given to the person authorized to pick-up the diploma **along with a copy of the student's picture ID**. The person authorized will also be asked to present their ID.

Person authorized to pick-up diploma Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### STAFF USE ONLY

Date Diploma Picked Up: \_\_\_\_\_ Staff Initials: \_\_\_\_\_