



The University of South Dakota Office of the Registrar Belbas Center Room 223  
414 East Clark Street Vermillion, SD 57069-2390 Fax 605-677-6753\*

\*Faxed requests must include credit card information, below.

Your name: \_\_\_\_\_  
(Please print) Last First Middle Maiden

Your address: \_\_\_\_\_  
Mailing Address/P.O. Box Number Apt. No. City ST Zip Code

ID or SSN Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Phone #: ( ) - .

Campus you attended: \_\_\_ Vermillion \_\_\_ Springfield

Degree(s) received \_\_\_\_\_  
\_\_\_\_\_

Name exactly as you want it to appear on your diploma (If you have changed your name since receiving your degree, please see the name change policy below.)  
\_\_\_\_\_

Degree earned: \_\_\_\_\_ Date awarded \_\_\_\_\_

ADDRESS 1:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(if paying by credit card) (If paying by check, make the check payable to USD.)

Card Number: \_\_\_\_\_ MasterCard VISA Discover

Cardholder's name: \_\_\_\_\_ / \_\_\_\_\_ Amount to be charged: \$ \_\_\_\_\_

Cardholder's address: \_\_\_\_\_

\*\*

If you want your name on your diploma to be different than the name under which you completed your degree, we will need a certified copy of the marriage license, court order or dissolution decree sent along with this form. The change of name form to accompany the certified copy of the name change document can be found at: <http://www.usd.edu/registrar/OnlineForms/NameChg.pdf>