



Office of the Registrar

Special Order Diploma/Petroleum Engineering Certificate Request

For Office Use Only	
Application Date	
Receipt Number	

Enclose this form, the **\$40.00** fee, a **photocopy of driver's license**, and mail to the following address:

Bricelle Satterfield, Assistant to the Registrar
Midwestern State University
3410 Taft Blvd.
Wichita Falls, TX 76308-2099

Or if you live near MSU, you can bring this request and fee by our office located in Hardin South.

Note: Because this form requires a signature, you are not able to submit it online. You can use the blanks provided to type in your information and then print it out to sign it.

Name under which Degree/Certificate was awarded*

Mustangs ID or Social Security Number

*Diploma/certificate will not be printed under a different name unless you provide [legal documentation](#).

Current Mailing Address:

Street Address

Apt. #

City

State/Country-if not USA

Zip Code

Daytime Phone Number

Email Address

Type of Degree/Certificate Received

Major

Date of Graduation/Completion of Certificate

Honor Graduate:

- None
- Honors Program
- Cum Laude
- Magna Cum Laude
- Summa Cum Laude

Special order diplomas/certificates are produced weekly and will be mailed as soon as possible.

YOU MUST HAVE NO HOLDS ON RECORD.

Student's Signature

Date

Print this document, **sign it**, and return it along with the **\$40.00** fee and a **photocopy of your driver's license** (faxes are not legible):

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| <ol style="list-style-type: none"> 1. Personal Check payable to Midwestern State University, or 2. Cash (only at our window – DO NOT mail cash), or 3. Money Order payable to Midwestern State University, or 4. Credit Card – You must submit your payment through the online payment process. |
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If you have any questions, please contact Bricelle Satterfield at (940) 397-4116 or by email at bricelle.satterfield@msutexas.edu.