



DIPLOMA RELEASE

To have your diploma released to another person, complete the information below (your signature is required), and return this signed document by email (graduation@pfw.edu) or by mail (Purdue University Fort Wayne Registrar Office, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805-1499). After the signed request is received, the authorized person may go to the Enrollment Services Desk to pick up the diploma. Alternately, the authorized person may go to the Enrollment Services Desk and present this signed request. The authorized person will be required to show a photo ID, and sign for receipt of the diploma, noting their relationship to the student. Purdue Fort Wayne reserves the right to make a photocopy of the authorized person's ID to keep in the student's record. At the point that the diploma is released to the authorized person, responsibility for the diploma transfers to the student or the authorized person.

STUDENT NAME

LAST 4 DIGITS OF SOCIAL SECURITY #

PHONE #

EMAIL ADDRESS

DEGREE

PLEASE RELEASE MY DIPLOMA TO:

NAME OF REPRESENTATIVE

RELATIONSHIP OF THAT PERSON TO YOU

*Representative will need to bring a photo I.D. card, or driver's license with them.

SIGNATURE

DATE

Office of the Registrar
2101 E. Coliseum Blvd. Fort Wayne, IN 46805-1499
Telephone: 260-481-6122 Fax: 260-481-6110