

Office of the University Registrar
1801 Fayetteville Street
Room 102 Shepard Administration Building
Durham, NC 27707
Phone: (919) 530-6654 Fax: (919) 530-7974

REQUEST FOR ORIGINAL DIPLOMA MAILING
Non-Participation in Commencement Exercises

Graduating students who have met **all** academic, non-academic, and financial obligations, but are unable to participate in the University's Commencement Exercises, may **pick up** their original diploma in person in the Office of the Registrar **not earlier** than the Wednesday **after** the Commencement Exercises. **A picture id must be presented.**

OR

Graduating students who have met **all** academic, non-academic, and financial obligations, but are unable to participate in the University's Commencement Exercises **may request to have their original diploma mailed.** **First** please contact the NCCU Cashier's Office at 919-530-6209 **or** 919-530-6014 **or** 919-530-6234 to **pay the \$10 postage fee.** **Second**, please complete, sign, and submit **this** form to the Office of the Registrar by fax (919-530-7974) **or** by e-mail (registrar@nccu.edu).

Name _____
Last First Middle

Banner ID # _____ Email _____ Telephone _____

Graduation Date _____ Major _____

Payment Confirmation Number _____ (From the Cashier's Office)

Your Complete Mailing Address

Signature (**required**) _____ Today's Date _____