



**Office of Records and Registration**  
*Diploma Mailing Request Form*

Fax: 318-670-6344  
 Email: [registraroffice@susla.edu](mailto:registraroffice@susla.edu)

Recent graduates who prefer to receive their diploma via United States Postal Service (USPS) must complete the diploma mailing request form, pay the required mailing fee and return the form to the Office of Records and Registration for processing. Diplomas are shipped to U.S. addresses only.

Student Information		
Last Name:	First Name:	Middle Name:
Student ID:	Last 4-digits of SSN:	Date of Birth:
Graduation Date:	Degree:	Program:
Home Telephone:	Cell Telephone:	Work Telephone:
Email Address:		

Mailing Address		
Street Address:		
City:	State:	ZIP:

I request and give permission for SUSLA to mail my diploma to the mailing address provided above.

\_\_\_\_\_  
 Signature of Alumnus

\_\_\_\_\_  
 Date

**NOTE:** Southern University at Shreveport (SUSLA) reserves the right to withhold transcripts and diplomas until all financial obligations (including fees, fines, and any outstanding balance) to the university have been satisfied.

Southern University at Shreveport (SUSLA) regrets that we cannot be responsible if the diploma is lost, stolen, or damaged in the mail. In the event that you do not receive your diploma or it is damaged upon delivery, you will be responsible for ordering a replacement copy and for all associated fees.

Southern University at Shreveport  
 Office of Records and Registration  
 3050 Martin Luther King, Jr. Drive  
 Shreveport, Louisiana 71107  
 Phone: (318) 670-9229  
 FAX: (318) 670-634  
[registraroffice@susla.edu](mailto:registraroffice@susla.edu)  
[www.susla.edu](http://www.susla.edu)

Registrar's Office
Date Processed:
Processed by: