

# REQUEST TO MAIL REGALIA

REGISTRAR'S OFFICE



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Graduating students who wish to have their regalia mailed instead of picked up must complete this form. Students must contact the Bookstore at (423) 636-7307 to make a payment that will cover the cost of shipping after the form has been submitted to the Registrar's Office and Bookstore. The mailing price for students residing in the United States is \$15.00. Charge for International students is \$30.00. Regalia will be mailed as soon as the request form and payment is received.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Grad. Date (Month/Year): \_\_\_\_\_

**Phone Number and Email Address is required:**

Phone #: (\_\_\_\_) \_\_\_\_\_ Best Day/Time to Call: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Address where regalia will be mailed:**

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE AND BOOKSTORE  
BY CLICKING THE BUTTON ABOVE, BY EMAIL:  
REGISTRARTU@TUSCULUM.EDU AND BOOKS@TUSCULUM.EDU  
OR FAX: (423) 636-5087**

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**OFFICE USE ONLY**

\_\_\_\_\_  
Date Entered

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By (initials)

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Notes