

REQUEST TO MAIL REGALIA

REGISTRAR'S OFFICE



Graduating students who wish to have their regalia mailed instead of picked up must complete this form. Students will be contacted by the Bookstore/Post Office after the form has been submitted to the Registrar's Office to make a payment that will cover the cost of shipping based on weight and mailing distance. Please allow three business days to process your request.

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

BY EMAIL: REGISTRARTU@TUSCULUM.EDU OR FAX: (423) 636-5087

OFFICE USE ONLY

Date Entered

By (initials)

Notes

Rev. 04/13/20