

Diploma Address Change (Photo ID Required)

Last Updated 2-22-24

Methods for Submitting Form

- Email from ecok.edu address (send to registrar@ecok.edu)
- FAX (580-559-5432)
- Submit in Person to Records Office (Suite 111 C. Spencer Administration Building)
- Copy of Photo ID Required – must be clearly visible and legible

Purpose of Form

The form is ONLY to update the address where your diploma is to be mailed. This form will NOT update your permanent address on file with ECU. If you wish to update your permanent address, you must do so by signing-in to Colleague Self-Service.

Identifying Information

First Name:

Last Name:

ECU ID:

Date of Birth:

Graduation Term (e.g., Spring 2024):

New Diploma Mailing Address

Street/Box/Route

City

State

Zip

Current Contact Information

Phone Number:

Best Email for Contact:

Requestor's Signature

*Your handwritten signature is only required if submitting this form in person or by fax.

Signature: _____ Date: _____

Records Office Use Only

Submitted by Email

Submitted in Person

Submitted by Fax

Initials of Processor