Upon successful completion and final review of degree requirements, your graduation is authorized and your diploma is ordered. You must be in good financial standing with the University to receive your diploma.

Your diploma will be mailed to you approximately six to eight weeks after the end of your term of graduation. Your diploma will be mailed to the home address we have on file. If you need to change that address please submit a [Change of Address Form](https://www.pointpark.edu/about/AdminDepts/RegistrarsOffice/StudentResources/media/About/AdminDeptRegistrar/Forms/changeofaddressemergencycontactname.pdf) before the end of the term to the Office of the University Registrar.

Once your diploma has been mailed, you will receive an email within an hour stating your diploma is on its way.

Ten minutes later, you will receive a second email stating your eDiploma is available now that the paper diploma is on its way. In that email is a link that will take you to the eDiploma store.

Why order an eDiploma?

* You can email your eDiploma for verification purposes for Job interviews, bank verifications, etc.
* Receive your eDiploma immediately for urgent verification.
* Your eDiploma is an official and legal electronic document.
* Your eDiploma is a high resolution color image of your actual diploma.
* Share your accomplishments with family and friends.
* Your eDiploma is a signed and certified PDF.

How to order an eDiploma

* Log in using the Secure ID attached to that initial email. The ID is exclusive to your record.
* A page will come up that allows you to enter your order and credit card information.
* The charge for an eDiploma is $5.
* Click NEXT
* Once your order has been placed, the eDiploma is sent by email within a minute or two.

If you need an eDiploma and you did not receive an email with the order link

* Go to michaelsutter.com/pointpark
* If you graduated from Point Park on or before December 2008, you are able to self-serve by entering BOTH your PPU Student ID# AND your last name.
* The system will prompt you to enter your Secure ID, which is located on the initial eDiploma email sent to you when you first graduated (or) on the paper mailing label of your original diploma.
* If you are unable to find your Secure ID, or do not have a Secure ID, you can submit a diploma request. Once PPU has confirmed your degree (within 48 hours), you will receive your Secure ID by email.
	+ Click Submit Diploma Request
	+ Complete the Diploma Request Form
	+ Click Submit My Secure ID Request
	+ You will receive immediate confirmation that the request is in place.
	+ Your request will be completed within 48 hours, and you will receive an email containing your Secure ID.
	+ You are now able to complete your eDiploma order.

If you need an eDiploma but don’t know your Student ID# (or) graduated prior to December 2008

* Go to michaelsutter.com/pointpark
* Click Request a Secure ID
* Complete the Diploma Request Form completely
* Click Submit My Secure ID Request
* You will receive immediate confirmation that the request is in place.
* Your request will be completed within 48 hours, and you will receive an email containing your Secure ID.
* You are now able to complete your eDiploma order