

**INSTRUCTIONS**

1. You may authorize a proxy to pick up your diploma for you. Your proxy must appear **IN PERSON** at the Brazosport College Office of Admissions & Registrar with his or her photo ID and this completed form to obtain your diploma.
2. Use this form **only** to have your proxy pick up your diploma.
3. Diplomas are available no sooner than eight weeks after the end of the term. For a specific availability date, call the Registrar's Office at 979-230-3000.
4. Your diploma may not be released if you have outstanding financial obligations or holds at Brazosport College. Check MyBC for academic records and holds.

**STUDENT INFORMATION**

<b>Student Full Name ( as appears on Diploma)</b>			<b>BC ID</b>	
<b>E-mail Address</b>			<b>Phone</b>	
<b>Degree/Certificate Earned</b>	Certificate	Associates (AA, AS, AAS, ADN)	Bachelors (BAT)	
<b>Term Degree Earned</b>	Fall (December)	Spring (May)	Summer (August)	
<b>Year</b>				

**Attach a scan, print, or photocopy of student's photo id here.**

**Must be clear and readable.**

**I AUTHORIZE THE PERSON LISTED BELOW TO OBTAIN MY DIPLOMA. PLEASE RELEASE MY DIPLOMA TO:**

<b>Proxy Full Name</b>	
<b>Agent Signature</b>	<b>Date</b>
<b>Student Signature</b>	<b>Date</b>