

**Request to Mail My High School Diploma
Domestic Students**

We are sorry that you will not be able to join us for graduation. However, we do want to congratulate you on your accomplishment of completing our high school program. If you are a domestic student and live near the school, we encourage you to pick up your diploma in person rather than having it mailed.

Please indicate the address that you wish your diploma to be sent to:

House Number Street Unit Number City, State Zip Code

Do you wish to have the diploma addressed to anyone besides you? If so, please indicate who: _____

There will be a \$25 charge for mailing your diploma within the United States, unless you are full time Virtual Academy student.

**Request to Mail My High School Diploma
International Students**

If you are an international student and have chosen to leave the country before commencement, you will need to have your diploma mailed to you. You may either have your diploma sent to your agency's U.S. address (if you used an outside placement agency) or you may have it mailed to you internationally.

Please indicate whether you are requesting your diploma to be mailed within the United States or Internationally.

US Internationally

Please indicate the address that you wish your diploma to be sent to:

House Number Street Unit Number City, State Zip Code

Do you wish to have the diploma addressed to anyone besides you? If so, please indicate who: _____

There will be a \$25 charge for mailing your diploma within the United States. There is a \$250-\$500 charge for mailing your diploma internationally depending upon where the diploma is being mailed to. We use FedEx to send packages overseas to ensure their safe arrival.