

## **Congratulations Virginia Tech Spring 2024 Degree candidate,**

As you finish your college career with the anticipation of receiving the prestigious college diploma, we ask that you read the below changes concerning the diploma distribution process.

- **Your diploma will be mailed directly to you from our diploma vendor.**
- **You may no longer pick up your diploma in person.**
- **You are REQUIRED to provide our office with the address to which you wish your diploma mailed. To ensure data integrity all previous diploma mailing addresses have been purged from our system. By Following the below instructions, please provide our office with the mailing address to which your diploma should be mailed:**

- **Log into HokieSpa: <http://hokiespa.vt.edu>**
- **Go to the HokieSpa Tab**
- **Click the Graduation Menu**
- **Select Undergraduate Student Degree Menu**
- **Click Add/Update Diploma Address**
- **Click Add/Update**

- **Please allow 6-8 weeks after the degree conferral date for your diploma to arrive.**
- **An email with tracking information will be sent to your VT email account once your diploma is mailed.**
- **Please provide a mailing address for All the diplomas you expect to receive, as well as Double Major Certificates.**

If you need a verification of degree, immediately following graduation you may request a certified letter or order your official transcript through HokieSpa or the National Student Clearinghouse.

Questions concerning the diploma mailing process should be directed to [diploma@vt.edu](mailto:diploma@vt.edu).