

## Houston Campus Unreturned Badge Form

[UTHealth HOOP Policy No. 148](#)

Houston campus School of Public Health graduation candidates who do not have a UTHealth Houston badge must send the completed form to [sphgraduation@uth.tmc.edu](mailto:sphgraduation@uth.tmc.edu) AND

**-Entry spring 2020 and prior or fall 2022 or after:** Pay the \$35.00 non-refundable unreturned badge fee. See instructions below.

**-Entry summer 2020-summer 2022 or fully online MPH programs:** If you received a badge, you must pay the \$35.00 non-refundable unreturned badge fee. See instructions below.

Student ID

Graduation Semester and Year

Last Name

First Name

Home/Personal Email Address

Primary Phone Number

**I cannot return my badge for the following reason:**

Lost or stolen - not reported, did not obtain new badge

Lost or stolen - \*reported, did not obtain new badge

*\*Department where reported*

I never obtained a UTHealth Houston badge

- Fee required if started spring 2020 or prior or fall 2022 or after

Email the form to [sphgraduation@uth.tmc.edu](mailto:sphgraduation@uth.tmc.edu).

**Check or money order only. No cash.**

Make out to "UTHealth Houston" and ensure your name, address, signature, and purpose (Unreturned badge fee) are included.

Submit in person to RAS E-201 in sealed envelope with your name and "SPH Graduation" on the front.

OR

Send using a service with delivery confirmation and requiring a signature to:

UTHealth Houston SPH Graduation  
1200 Pressler St RAS E-201  
Houston, TX 77030

Email the tracking number to [sphgraduation@uth.tmc.edu](mailto:sphgraduation@uth.tmc.edu).

*By signing below, I affirm the following: the information I provided above is true; if applicable, I will pay the \$35.00 non-refundable fee or a hold will be placed on my account; the badge is the property of UTHealth Houston, and if recovered, I will immediately return it to the School of Public Health and will not use it for any purpose or permit use by any other parties.*

Student Signature

Date

**Office of Academic Affairs and Student Services Staff Only**

Form and payment received

Form received and fee waived

Date