

# Duplicate Diploma Request



## GENERAL INFORMATION AND INSTRUCTIONS

- Payment for fees outlined below must be cash, check or money order (payable to Beloit College).
- Your diploma cannot be released if a hold has been placed on your account by Accounting.
- Don't forget to sign! Your handwritten signature is required by federal law for release of your diploma.
- Mail completed request with payment to: **Office of the Registrar, Beloit College, 700 College St, Beloit, WI 53511**

## PERSONAL INFORMATION

Name (Last, First Middle): \_\_\_\_\_

Name when attending: \_\_\_\_\_

Student ID (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street 1 \_\_\_\_\_ Street 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

## REQUEST INFORMATION

### I AUTHORIZE BELOIT COLLEGE TO SEND A COPY OF MY DIPLOMA BY

- Select One:  Standard Mail (USPS) \$15.00  
 US Express (FedEx) \$35.00  
 International Express (FedEx) \$55.00

### TO THE FOLLOWING ADDRESS:

*Note: FedEx requests cannot be delivered to a P.O. Box*

Organization/Recipient Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip, Country: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### REGISTRAR'S OFFICE USE ONLY

Date Ordered: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

Date Mailed: \_\_\_\_\_ Other Notes: \_\_\_\_\_