



DUPLICATE DIPLOMA ORDER FORM

Office of the Registrar
Lincoln Hall, First Floor
CPO 2168
Berea, KY 40404
859-985-3185
859-985-3918 (fax)
Registrar@berea.edu

Graduates with lost or damaged diplomas may order replacement diplomas. Replacement diplomas are available for a fee of \$10. Please note that the current president and dean will sign your diploma. Order requests can be mailed, faxed, or emailed. Payments accepted include check, money order, or credit card. Credit card payments can be processed by calling Student Accounts at 859-985-3094. *Please allow three-six weeks for processing and printing.*

Please print legibly

Legal Name at Graduation _____

Student ID or SSN _____ Phone _____

Degree(s) Awarded _____

Month/Year Degree Awarded _____

Email address _____

Signature _____ Date _____

Mailing Address:

Street

City State Zip