

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.
- If you need an Apostille, you will need to fill out the Apostille Request form, found at beloit.edu/registrar/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: _____