

DIPLOMA RE-ORDER FORM

OFFICE OF THE REGISTRAR~BETHEL UNIVERSITY

3900 Bethel Drive, St. Paul, MN 55112

Phone 651.635.8734 Fax 651.635.1983

* *Diploma Re-orders cost \$15.00 each (Cash or Check Only)*

* *Please allow 2- 3 weeks for the diploma to arrive.*

* *Rush Diplomas take 2 business days and requires a \$15 additional fee.*

* *All financial obligations must be met before a diploma can be released.*

Please Print

Today's Date _____

Legal Name: First _____ Middle _____ Last _____ Previous _____

Street Address _____

City, State, Zip _____

Phone Number _____

- The name you graduated under will be the name on your diploma.

Is the above name a New Name? ___ No ___ Yes

Is the above address a New Address? ___ No ___ Yes, please update.

Bethel ID or Social Security Number _____

Dates of Attendance _____

Degree Received _____

The school for diplomas is automatically defaulted to Bethel University.

Send diploma to Above Address? ___ Yes ___ No, send to: _____

Rush Diploma ___ Yes ___ No

Number of Diplomas Requested _____

Amount Enclosed _____

SIGNATURE _____

REGISTRAR OFFICE USE ONLY

Received date: _____ Processed date: _____ Processed by: _____