

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
Email: registrar-data@bethel.edu

- * Diploma Re-orders cost \$15.00 each (Cash or Check Only in person or via mail. Online link will be provided if paying by credit card.)
- * Please allow 2- 3 weeks for the diploma to arrive.
- * Rush Diplomas take one week 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 _____

- Your full legal name will be the name on your diploma.

Is the above name a New Name? ___ No ___ Yes. If you want to have this name printed on your diploma, you will need to fill out a Change of Data Form that is located at:

https://www.bethel.edu/registrar/Change_of_Data.pdf

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: _____