Duplicate Diploma Order Form

Office of the Registrar
Southwestern College 100 College Street Winfield, KS 67156
Phone: 620-229-6268 Fax: 620-229-6384

Student ID/or Last four digits of Social Security _____

Print Name for diploma:_____ **Date of Birth**_____

PLEASE NOTE: Name requested must be on record with SC.

_____ _____ _____ _____

Address **City** **State** **Zip Code**

DUPLICATE DIPLOMA(S) - $30.00 FEE PER COPY – NORMAL DELIVERY IS 2-4 WEEKS

*****Duplicate diplomas will be printed with the notation "Duplicate" in the bottom left corner.*****

*****Due to diploma design updates, duplicate diplomas may not be identical to the original diploma design.*****

_____	_____	_____
Degree Earned	Date of Graduation	Quantity Ordered
_____	_____	_____
Degree Earned	Date of Graduation	Quantity Ordered

In accordance with Federal Law, records cannot be released without the written consent of the student. Diplomas will not be released until all obligations to the College have been satisfied.

If you wish to have the diploma mailed to you, we will mail to the above address. If you want someone to pick up your diploma, please check the box below, provide the name of the person who will be picking up the diploma, sign, and date. They will be required to show a picture ID to obtain the diploma.

☐ *I give permission to* _____ *to pick up my diploma.*

_____ _____

Student signature *Date*

Form will not be processed without student signature

TO PAY BY CREDIT CARD, COMPLETE THE FOLLOWING: (will accept cash, check, credit card, or money order as payment)

If payment is made with a credit card, you may fax your request with your credit card number and expiration date.

Credit card Number:_____ Expiration Date:_____

FOR OFFICE USE ONLY:

Degree Awarded: _____ Degree Awarded Date:_____ Honors:_____

Name Requested Ok to Print: ☐ Yes ☐ No Date Mailed:_____ Picked Up:_____