

Duplicate Diploma Order Form

Name:																	Da	te	of	Biı	th	:_							 			
Stud	lent	: IC)#	or	Las	st 4	of	SS	SN:																							
Plea	se p	ori	nt I	the	na	me	e (F	irs	st N	/lid	ldle	e La	ast	:) y	ou	wi	sh	to	ap	pe	ear	0	n t	he	e d	ipl	om	a.				
Nam	ne re	eq	ues	ste	d n	านร	t b	e	on	rec	ore	d.																				

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

	Mailing Address:
Degree Earned	Street:
Date of Graduation	
Quantity Ordered	City:
	State: Zip:

- In accordance with Federal Law, records cannot be released without written consent.
- Diplomas will not be released until all obligations to the College have been satisfied.
- 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.
- If your name has changed please also submit a <u>Name Change Form</u> along with documentation. See the <u>Diploma Name Policy</u> for more information.

Signature:	Date:	
-		

Email or Mail signed and completed form to: registrar@sckans.edu;

Office of the Registrar, 100 College St., Winfield, KS 67156

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

To pay by check, make checks payable to Southwestern College.

Southwestern College Mail to: Attn: Office of the Registrar 100 College Street Winfield, KS 67156

To pay by credit card, please fill out the billing address and we will e-mail a payment link when your order is received.

Billing Address:

Street: ______

City: _____

State: _____ Zip: _____

Email: _____

Signature: _____ Date: _____

Email or Mail signed and completed form to: registrar@sckans.edu;

Office of the Registrar, 100 College St., Winfield, KS 67156