



BETHUNE-COOKMAN UNIVERSITY
Office of the Registrar
640 DR. MARY MCLEOD BETHUNE BLVD.; DAYTONA BEACH, FLORIDA 32114
Phone: 386/481-2525 Fax: 386/481-2550

DUPLICATE DEGREE REQUEST FORM

To request a DUPLICATE DEGREE, you can submit this form by fax (386/481-2550) or mail along with the **\$40 fee**. You may pay the fee by money order or credit card. For credit card purchases, please contact the Cashier's Office (386/481-2289 or 2292), which will give you a confirmation number. You must write the payment confirmation number on this form. **No personal checks accepted.**

Confirmation # _____

»Duplicate Degrees may take up to 8 – 10 weeks to be received in office.

Date: _____ Student ID# _____

Name of Student (please print clearly): _____
(This is how it will appear on degree)

Phone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Year of graduation: _____ Major: _____

Social security number: _____ Date of birth: _____

Name during attendance at Bethune-Cookman College/University: _____

❖ *If your original degree read "Bethune-Cookman College", you must specify College when ordering duplicate. If not specified, "University" will be printed on degree. All diplomas will contain signatures of current administration.*

College: Yes No

Signature _____ Date: _____

Please specify:

- I will pick up my degree.
- I authorize _____ to pick up my degree.
- Please send my degree to address above.

FOR OFFICE USE ONLY

Amount Paid: _____ Received by: _____

Date Degree Picked Up: _____

Date Degree Mailed: _____