



# DONNELLY COLLEGE

## Duplicate Diploma Request

Office use Only	
Degree	
Date	
Verified by	

### INSTRUCTIONS:

1. Pay the \$25.00 diploma fee by cash or money order payable to Donnelly College
2. Allow six to eight weeks for delivery of duplicate diploma.
3. If the original diploma name is different from your current name, and if you want the duplicate diploma issued in your current name, you must submit two forms of identification so your permanent record is changed to your current name.
4. Duplicate diploma will bear the signatures of the current officials of the college.
5. Duplicate diploma will not be issued if the student account has a hold.
6. Status of diploma or certificate order, please email registrar@donnelly.edu

### Please Print

Name on Original Diploma	
Requested(New) diploma name:	
Student Id or SSN	
Date of birth	
Date Degree awarded	
Mailing address	
Phone Number	
Email Address	

- I would like the duplicate degree mailed to the above address
- I will pick up the duplicated degree

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**