



### Replacement Diploma Request

To request a replacement diploma, you must complete the form below. Omission of any required information will delay the processing of the request. If you have a financial obligation with the College in Student Accounts, Financial Aid, and/or the Library, your request cannot be processed. All fields marked with \* are required.

\*Current Name: \_\_\_\_\_

\*Name while attending Berkeley/Dover: \_\_\_\_\_

\*Current Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

\*Student ID Number: \_\_\_\_\_ \*Date of Birth:     /     /

\*Campus Attended: \_\_\_\_\_

\*Graduation Date: \_\_\_\_\_ Degree Received: \_\_\_\_\_

\*Degree Earned:      Bachelor's      Associate's      Certificate

**There is a \$30.00 fee per diploma reorder.** The credit card name and billing address must match the information provided above. Please provide the following credit card information:

\*Type of card:      Visa      MasterCard      American Express      Discover

\*Name as it appears on the card: \_\_\_\_\_

\*Card Number: \_\_\_\_\_ \*Expiration Date:     /     /

\*Security Code: \_\_\_\_\_ \*Signature: \_\_\_\_\_

**Please email the completed form to [ctr@BerkeleyCollege.edu](mailto:ctr@BerkeleyCollege.edu) and [dip@BerkeleyCollege.edu](mailto:dip@BerkeleyCollege.edu).**  
Your diploma will be mailed by the vendor to the address provided above.  
*Please allow four to six weeks for shipping.*

**FOR REGISTRAR USE ONLY:**

Date Credit Card Processed: \_\_\_\_\_

Date Ordered: \_\_\_\_\_ Approximate Ship Date: \_\_\_\_\_

Date Scanned: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_