

Please print out and complete the form below. Please note: duplicate and/or reissued diplomas or certificates are printed with the current commencement officials' signatures.
Please note: Fee will not be processed until verification of degree/certificate is confirmed by the Office of the Registrar.

Submit the completed form to:

Benedictine University
Student Accounts Office
5700 College Rd
Lisle IL 60532
Fax: (630) 829-6501
Email: SAR@ben.edu

Please **Print**

Name _____ Student ID _____

Other Name(s) Used While Attending (if applicable) _____

Date of Birth _____ Daytime Phone _____

Permanent mailing address (where diploma/certificate is to be mailed)

Street Address _____

City _____ State _____ Zip Code _____

Email _____

Dates of Attendance or Graduation _____

Academic Program While Attending _____

Requested Duplicate Degree Earned _____

Requested Duplicate Certificate (if applicable) _____

Payment Information

\$25 x _____ Diploma(s) = \$ _____ {3 to 5 business days to process, then sent FedEx}

\$25 x _____ Certificate(s) = \$ _____ {3 to 5 business days to process, then sent FedEx}

I allow Benedictine University to release my Diploma(s) and/or Certificate(s) to the (updated) address above.

I understand that my Diploma(s) and/or Certificate(s) will not be sent/released if I omit my signature, withhold payment, or have an outstanding balance owed.

SIGNATURE _____ DATE _____

At this time, all signatures, where required, must be hand-written on the form

Method of Payment: Cash Check Visa MasterCard Discover American Express

Name on card _____

Card number _____ - _____ - _____ - _____ Expiration Date (mm/yy) _____ / _____ CVV _____

For Official Use Only

Date Received _____

Fee Processed _____

Date Processed _____

Receipt Number _____