



Duplicate Diploma Order Form

Duplicate diplomas cost \$20 per copy to reprint. Rush shipping with tracking is available for an additional \$35. This payment must be received prior to printing. Please enclose cash, check, or money order along with this completed order form. Please email or call our office if other payment option is needed (registrar@cord.edu; 218-299-3250)

Completed form and payment can be dropped off at the Registrar's Office located in Lorentzsen Hall, room 140, or mailed to the following address:

Concordia College
Office of the Registrar
901 8th St S
Moorhead, MN 56560

Please allow up to two weeks for processing.

Name (exactly as you want it printed on your diploma):

Other legal name(s) (past and/or present):

Month/Year of Graduation:

Date of Birth:

Concordia ID or last 4 digits of SSN:

Email:

Phone Number:

Quantity of duplicate diplomas (\$20 each):

Do you need your diploma notarized?: Yes No

Address to mail diploma to (we **cannot** email diplomas):

Signature:

Date:

OFFICE USE ONLY

Paid:

Student ID:

Notarization:

Date of Graduation

Date Sent:

Degree Earned

Honors: