



BETHUNE – COOKMAN UNIVERSITY  
Office of the Registrar  
640 Dr. Mary McLeod Bethune Blvd.  
Daytona Beach, FL 32114  
Phone: 386-481-2525 Fax: 386-481-2550  
Email: registrar@cookman.edu

### DUPLICATE DEGREE REQUEST FORM

To request a DUPLICATE DEGREE, you can submit this form by fax, email 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 2 – 4 weeks to be processed 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: \_\_\_\_\_

❖ *“Bethune--Cookman University” will be printed on all diplomas. All diplomas will contain signatures of current administration.*

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

**Plasespecify:**

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: \_\_\_\_\_