



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). Upon receipt of payment you 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.

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: _____

Please specify:

- I will pick up my degree.
- I authorize _____ to pick up my degree.
- Please send my degree to address above*

***Duplicate Diplomas are not issued unless all financial obligations to the University are satisfied. B-CU can assume no responsibility for final delivery if the document is sent via USPS.**

FOR OFFICE USE ONLY:

Amount Paid: _____ Received by: _____

Date Degree Picked Up: _____

Date Degree Mailed: _____