



Duplicate Diploma Order

1. Complete the form and email to studentrecords@campbellsville.edu or you may fax it to 270-789-5362. If you would like to mail it, please send to Student Records, UPO 789, Campbellsville, KY 42718.
2. Provide your credit card information below for the **\$25 fee** for a duplicate diploma. If you are requesting your diploma to be mailed internationally, there will be an additional \$50 fee for FedEx fees.
3. Note, If your request cannot be processed, you will be notified via email. Diplomas cannot be ordered for students who have financial obligations with the university.
4. We order diplomas once a month from our vendor. Your diploma will be delivered to the address you request within 1-2 weeks of when the diploma order is placed with the vendor.

Please type below how your name should appear on your diploma (*first, middle, last name order*):

If your name has changed since graduation, please send in a copy of an official document (driver's license or marriage certificate, etc.) with your new last name so we can update our student database. A diploma cannot be issued with a name not in our database.

Address to mail your diploma:

(Street) (Apt. #, if applicable) (City) (State) (Zip)

Would you like us to update our student database if this is a new address? YES or NO

Degree earned: _____ Graduation Year: _____
(We will confirm your official degree and graduation date before ordering the duplicate diploma.)

Date of Birth: _____ CU ID or SS# _____

Phone (with Area Code) _____ Email Address _____

Student Authorization

I authorize Campbellsville University to charge diploma fees on below credit card and to order a duplicate diploma to be delivered to stated address.

Signature

Credit Card Information – *Campbellsville University does not retain credit card information and shreds after billing.*

Type (Visa/Mastercard, etc) Name on Card Expiration Date

Credit Card Number CCV*/Security Code

*The CCV/Security Code is a 3 or 4 digit number, typically on the back of your credit card.