



Office of Student Accounts
2507 University Avenue
Des Moines, IA 50311-4505
Phone: (515) 271-2241
Fax: (515) 271-4004

Drake University requires payment for a duplicate diploma at the time a request is submitted. Payment can be made by credit card, check or cash. The request should be submitted to Student Accounts via U.S. Mail, in person or by fax. Faxed requests will only be accepted with appropriate credit card information. Only MasterCard, Visa, or Discover are accepted.

Mail to: Office of Student Accounts; 2507 University Ave; Des Moines, IA 50311
In person: 102 Old Main, Drake University
Fax to: 515-271-4004

Effective May 1991, all diplomas EXCEPT LAW are 8"x11" in size. Effective December 1996, LAW diplomas are 11"x14" in size. The signatures on the duplicate diploma will be those current to the University and may not be the same as the original diploma.

DUPLICATE DIPLOMA REQUEST FORM

(Processed in 3 - 4 weeks)

PRINT NAME AS YOU WANT IT TO APPEAR ON YOUR DIPLOMA

FORMER NAMES _____

STUDENT ID NUMBER (or SSN) _____ DATE OF BIRTH _____

DEGREE AWARDED _____ GRAD DATE _____ DAYTIME PHONE () _____

CREDIT CARD INFO _____

(ALL FIELDS REQUIRED) CARD NUMBER EXPIRES LAST 3 DIGITS ON BACK

CARDHOLDER NAME (AS IT APPEARS ON CARD) CIRCLE: VISA MASTERCARD DISCOVER

() _____

CARDHOLDER BILLING ADDRESS CARDHOLDER PHONE NUMBER

CITY STATE ZIP CODE

CURRENT ADDRESS

STREET ADDRESS _____

CITY STATE ZIP CODE

SEND DUPLICATE DIPLOMA TO THE FOLLOWING ADDRESS: (INCLUDE PERSON AND / OR DEPARTMENT)

INSTITUTION OR COMPANY _____

PERSON AND / OR DEPARTMENT _____

STREET ADDRESS _____

CITY STATE ZIP CODE

CITY STATE ZIP CODE

PLEASE CHECK ONE OF THE FOLLOWING OPTIONS BELOW:

[] DIPLOMA WITH CASE # _____ x \$30.00

[] DIPLOMA ONLY # _____ x \$25.00

[] LAW DIPLOMA—NO CASE # _____ x \$30.00

TOTAL AMOUNT TO BE PAID:

Table with 4 rows and 1 column for payment amount.

DATE _____ SIGNATURE _____

(OFFICE USE ONLY) HOLDS: NO YES