

**DUPLICATE DIPLOMA
ORDER FORM**

**ST. OLAF COLLEGE
Registrar's Office**

St. Olaf graduates may order duplicate copies of their diplomas for \$25.00 per copy (\$35.00 for diplomas delivered internationally). Duplicate diploma requests must be made by the student; no requests can or will be accepted from third parties. Duplicate copies can be ordered only after the original diploma has been awarded. Duplicate diplomas will show the words "Duplicate Diploma" on the bottom of the duplicate diploma with the date that it was issued.

Diplomas will not be printed without pre-payment. Checks or money orders should be made out to St. Olaf College; you can mail payment with this order form to Registrar's Office, St. Olaf College, 1520 St. Olaf Ave, Northfield, MN 55057. If you wish to complete and return this form by e-mail and complete payment by credit card, please submit the completed form to registrar@stolaf.edu and call the Registrar's Office (507-786-3015) to provide your credit card information.

Current first name _____ Middle _____

Last _____

Primary (cell) phone _____ Email _____

Your name will appear as it was when the original diploma was issued unless you have provided documentation of a legal name change to the Registrar's office. For information, please call the Registrar's office at 507-786-3015 or email registrar@stolaf.edu.

Enter name below as it appeared on your diploma when you were a student:

First name _____ Middle _____

Last name _____ Student ID _____ or SSN XXX-XX-____

Degree: B.A. (Bachelor of Arts) B.M. (Bachelor of Music) Graduation date: _____

Diploma mailing address: (below)

Address 1 _____

Address 2 _____

City, State, Zip code, Country _____

By signing below, you, the student, are consenting to the release of your educational records. In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), duplicate diploma requests must be made by the student; no requests can or will be accepted from third parties.

Signature (required to release diploma): _____

Delivery method is by First Class USPS mail. There is no additional charge for this. If you would like a different delivery method, please call 507-786-3015 or email registrar@stolaf.edu to ask about charges.

Office Use

Check: _____

Money order: _____

Other: _____

Date processed: _____

Initials: _____