DIPLOMA RE-ORDER FORM

The Diploma Re-Order Form should be used by alumni of Bay Path University to order a re-printed diploma. Please return this form to the Registrar’s Office with a check (made out to Bay Path University) or money order for $25.00. Current students applying for graduation do not need to complete a Diploma Re-Order Form. There is a separate, internal process for ordering those diplomas. Alumni requesting multiple diplomas at the same time are asked to contact the Registrar’s Office prior to submitting any documentation.

All diploma orders received will be processed at the end of each month. The Registrar’s Office will contact individuals when their diploma has been mailed or is ready for pick-up. Diplomas will typically be available during the middle of the following month plus additional shipping time. Orders made during the Commencement season (March through May) may see additional short delays in processing time due to volume.

STUDENT INFORMATION WHILE ATTENDING BAY PATH UNIVERSITY
Please provide the following information for identity verification purposes. There is understanding that many alumni may not remember their Bay Path student ID number so requests submitted without this number will still be processed if both a date of birth and the last four digits of the social security number have been provided.

Name: ___________________________________________  Student ID: ___________________________________________
Date of Birth: __________________________  Last Four of SSN: __________________________
Degree Earned: ________________________________________________________________________________________

CONTACT AND REQUEST INFORMATION
Full Name (as you would like it to appear on diploma): _______________________________________________________
*Please note that you must submit official documentation of your name change along with this Diploma Re-Order Form if you are requesting a different first or last name on your diploma than what is recorded in our student information system.

Primary Phone: __________________________  Primary Email: ___________________________________________
Preference for Receiving Diploma (circle one):  Standard Mail  Pick-Up in Registrar’s Office
Mailing Address (if preferred option):
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

SIGNATURE
Please sign below to acknowledge your intent to order a re-printed diploma as well as understanding of the cost and timeline in which the diploma will be ordered and then made available.

Signature: ___________________________________________  Date: __________________________