

Records Office

1500 Birchmont Dr
Deputy Hall, Room 101, #12
Bemidji, MN 56601
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records@bemidjistate.edu

Duplicate Diploma Request

Graduates of Bemidji State University may order multiple copies of their diplomas. Duplicate diplomas are mailed upon receipt of order. Fees for duplicate diplomas are \$10.00. Mail the completed form and check or money order payable to Bemidji State University to above listed address.

Name (*First/middle/last*) **as it is to appear on the diploma*** (*please print clearly*)

SSN/BSU ID#

Street: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Degree: _____ Graduation date: _____

Student Signature: _____ **Date:** _____

*If you are requesting a diploma name that differs significantly from the name on your records, you must submit documentation. For more information, contact the Records Office.

Date Sent: _____ Initials: _____