

**BEMIDJI STATE UNIVERSITY**  
**Records & Registration Office**  
Deputy Hall, Room 101, #12  
1500 Birchmont Dr.  
Bemidji, MN 56601  
218/755-2020 Fax: 218/755-4409  
records@bemidjistate.edu

# Duplicate Diploma Request

Graduates of Bemidji State University may order multiple copies of their diplomas. Duplicate diplomas are mailed on 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: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

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.

*For office Use Only:* Date Sent: \_\_\_\_\_ Initials: \_\_\_\_\_