

## DIPLOMA RE-ORDER FORM

### STUDENT INFORMATION:

Full Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Former Name(s): \_\_\_\_\_ SS/Student ID#: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Currently enrolled?  Yes  No Approximate Year(s) of Attendance: \_\_\_\_\_

### DIPLOMA INFORMATION:

Name: \_\_\_\_\_  
\*PRINT OR TYPE NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA\*

Degree:  BA  BS  BSN  BSW  BAT  BAS  
 BASAT  AA  AS  AAS  CERT  ATC

Major: \_\_\_\_\_

Honors:  summa cum laude  magna cum laude  cum laude  Presidential Honors

\*Signatures printed on the diploma will be for the current President of Lewis-Clark State College and the current President of the Board of Trustees\*

### PAYMENT INFORMATION:

**Standard Processing:** \$25.00 per Diploma. Please allow 1-2 days for processing (\$25.00 + 2.5% = \$25.63 if using a credit card).

**Express Delivery:** \$35.00 per Diploma. Rush overnight delivery must be received by 11 am to be processed that day. (\$35.00 + 2.5% = \$35.88 if using a credit card).

**You must include check, money order, cash, or credit card information with order form. Diplomas will not be processed without payment. For credit card transactions ONLY there will be a 2.5% fee.**

CHARGE:  A/E  VISA  M/C  DISCOVER #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

V-Code #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

The v-code is a three-digit number after the credit card number on the back of some cards.

**I authorize LCSC to send my Diploma to the address listed above-**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If you graduated within the last year and did not receive your Diploma, please contact the Registrar's Office at [registrar@lcsc.edu](mailto:registrar@lcsc.edu).