

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

*Depending upon the age of the original diploma it may be signed by the incumbent College officials. *

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.