



# Duplicate Diploma Request

Return to: registrar@friends.edu

**Please Complete Form Entirely to Avoid Processing Delays**

## *Student Information*

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**Name:** \_\_\_\_\_  
*Last First MI*

**Friends University ID:** \_\_\_\_\_ If you do not know your ID #, leave blank and complete date of birth below.

**Address:** \_\_\_\_\_  
*City State Zip*

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Previous Name(s):** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Year Awarded:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Honors:** \_\_\_\_\_

**Name exactly as it should appear on diploma:** \_\_\_\_\_

A Fee of \$35.00 per diploma is required prior to processing.

## *Agreement*

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

## *Payment Information*

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Students may pay in person at the Cashier Window or over the phone by contacting the Cashier at (316) 295-5865.  
Please have payment information ready at the time of call.

**FOR OFFICE USE ONLY** FEE: \_\_\_\_\_ Due: \_\_\_\_\_ Paid: \_\_\_\_\_ Student Account Services  
Ticket #: \_\_\_\_\_ Sent: \_\_\_\_\_