



LINCOLN
COLLEGE
Normal

REQUEST FOR DUPLICATE/REPLACEMENT DIPLOMA

The current fee for a duplicate/replacement copy of your diploma is **\$20.00**. If you chose to pay by check, please make check payable to Lincoln College and provide with the completed request form. You may also pay for your duplicate diploma copy using your VISA, MasterCard, American Express, or Discover credit card. If you choose to pay in this manner, you may download this form and fax it to: (309) 268-4345. You may also download this form and mail it to: Lincoln College, Office of the Registrar, 715 W. Raab Road, Normal, IL 61761. Usual processing time is 6-8 weeks. To check on the status of your request, or for further information, please call (309) 268-4356.

PLEASE COMPLETE THE FOLLOWING:

Personal Information			
Printed Name		Student ID Number or SSN	
Address		Date of Birth (mm/dd/yyyy)	
City	State	Zip Code	Email
Phone		Dates of Attendance	

Diploma Information (Will be verified by the Registrar's Office before Diploma is ordered)

Name as you would like it to appear on the Diploma: _____

Degree and Major: _____

Graduation Date (If Known): _____

Academic Honors (If Any): _____

Address to Mail the Diploma (if different from above): _____

Payment Information

___ Check or Money Order, must include with request form ___ Credit Card, information provided below

Credit Card Number: Expiration Date: /

Name as it appears on credit card (please print): _____

Signature of card holder: _____

Student Signature

FOR OFFICE USE ONLY			
___ Yes	___ No	_____	_____
		Amount Paid	Date Paid
		_____	_____
		Date Ordered	_____
		_____	_____
		Student Accounts Coordinator Signature	Registrar's Office Signature