



# Diploma Reorder Form

**The replacement cost is \$25 per diploma, standard processing and delivery time is 2-4 weeks. This form is fillable. Download and fill out in Acrobat.**

## ***PERSONAL INFORMATION***

EMPLID #: (If remembered): \_\_\_\_\_

Name on original Diploma: \_\_\_\_\_

Preferred Name on Diploma (must be verifiable): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address (where diploma is to be sent): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## ***DIPLOMA INFORMATION***

Program of Study & Degree Earned (i.e.: Associate in Applied Science in Power Plant Technology)

\_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

## ***PAYMENT AND DELIVERY OPTIONS***

### Payment Options:

Payment is enclosed

Make payment over phone  
Form must be received by Academic Records  
Before payment can be made.

### Delivery Options:

Mail Diploma

Pick up diploma in person  
Academic Records Office Schafer Hall 135

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

Please mail, fax or email form to...

BSC Academic Records  
P.O. Box 5587  
Bismarck, ND 58506-5587  
Phone: (701) 224-5420  
Fax: (701)224-5643  
BSC.Records@bismarckstate.edu