

# Duplicate Diploma Request



Diploma Name

(Name as you wish it to appear on diploma)

Social Security /I.D. #

Address

City, State, Zip

Phone Number

E-mail Address

Term/Year Degree Earned

Type of Degree – please indicate with



Associate

Baccalaureate

Masters

Each request must be accompanied with a check made payable to Ball State University for \$15 per duplicate diploma. Upon receipt of request and check, diploma will be mailed within 2 weeks to the address listed above. For additional information or to inquire about Specialist or Doctoral diplomas, please contact the Commencement Office at (765) 285-1689.

**Mail request and check to:**

Commencement Office  
Ball State University  
Muncie, IN 47306