

**DALLAS BAPTIST UNIVERSITY
DIPLOMA RE-ORDER**

1. Graduation Date: _____ Degree: _____

2. **CLEARLY PRINT** name as you want it to appear on the diploma.

3. ____ I will pickup my diploma at DBU. (You will be contacted by phone or email)
____ Send diploma to: ** _____

****DBU is not responsible for any bent or otherwise damaged diplomas once they leave our campus. In an attempt to ensure safe delivery, diplomas are sent via UPS Ground with a signature required at delivery (except international addresses).**

4. Student's signature: _____ Date: _____

5. Social Security #: _____

6. Daytime phone: _____
Email address: _____

A diploma can be re-ordered for any graduation date, however, it will have the signatures of the current administration. A diploma cannot be ordered with the "Dallas Baptist College" imprint, only "Dallas Baptist University".
Allow 4-6 weeks for delivery.

7. Payment: \$25 each – Must accompany order.

****Add \$20. if diploma is to be mailed outside the United States.**

Cash _____

Check _____

Credit card info _____ Exp. _____

8. Cashier Approval: _____ Date: _____

Questions ? - Contact the Registrar Office 214-333-5141

Fax or mail this form: FAX #214-333-5536

Mail: Registrar Office, 3000 Mountain Creek Pkwy, Dallas, TX 75211