

Replacement Diploma Request Form

INSTRUCTIONS:

- Mail the completed form **with a \$75 check or money order payable to Bryant & Stratton College** to the campus where you earned your diploma or degree. The list of Bryant & Stratton College campus addresses can be found [here](#) and on the College website at www.bryantstratton.edu.
- If you are requesting a replacement diploma with a change of name, legal proof such as copies of a court order, marriage certificate, or divorce decree must be provided.
- Please allow 4 weeks for your order to be completed. Reissued diplomas will be signed by the current administration.

Print Name _____ Student BID# _____

Address _____ City/State _____

ZIP _____ Home Phone # _____ Cell Phone # _____

Email Address _____

Year graduated _____ Major _____ Campus _____

Credential Earned: ___ Diploma ___ Associate Degree ___ Bachelor Degree

PRINT YOUR NAME EXACTLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA:

I hereby give permission to Bryant & Stratton College to release my diploma.

Student's Signature

Date

Employment information

Where are you working? _____ Job Title? _____

Length of Employment? _____

Are you interested in Alumni Activities? _____ Professional Skills Training? _____

By filling out this form you understand that Bryant & Stratton College representatives will utilize this information to contact you to provide more information about Bryant & Stratton College by a variety of methods including phone (both mobile or home, dialed manually or automatically), email, mail, and text message. Additionally, calls may be monitored or recorded for quality assurance. Certified by SHEV to operate in Virginia.

Office Use Only

_____ Verified grad _____ Cleared FA _____ Payment Received

_____ Date sent the following to the system office for processing

1. Transcript; 2. Diploma Replacement Form, and 3. Name Change Documentation