

## Instructions for Completing Duplicate Diploma Request Form

Requests may be submitted by mail, fax or email.

### Mailing Address:

Office of the Registrar  
Barry University  
11300 N.E. Second Avenue  
Miami Shores, FL 33161-6695.

Fax Number: 305-899-3946

Email Address: [regdipl@mail.barry.edu](mailto:regdipl@mail.barry.edu)

### Important Information:

- The cost for each diploma is \$25.00.
- Diploma requests submitted by fax or email must include credit card information and a handwritten signature in order to be processed.
- Credit card payments may be submitted by using Visa, Master Card and American Express.
- Payments made by check will be held for 10 business days before being processed.
- If there is an outstanding financial obligation to the university, the diploma request will not be processed until the obligation has been cleared.
- Please allow 5-7 business days for diploma requests to be processed.
- For further information, please call 305-899-3860.

Barry University  
Office of the Registrar  
11300 NE 2<sup>nd</sup> Ave  
Miami Shores, FL 33161  
Phone: 305-899-3860 Fax 305-899-3946  
Email: regdipl@mail.barry.edu

## DUPLICATE DIPLOMA REQUEST FORM

DATE: _____	STUDENT # OR SSN: _____
NAME: _____	
ADDRESS: _____ _____	
DAYTIME PHONE: _____	
EMAIL ADDRESS: _____	
NAME TO APPEAR ON DIPLOMA: _____	
# of Diplomas Requested: _____	Term/Year of Graduation: _____
Major(s) _____	
MAIL DIPLOMA _____ OR PICKUP in Adrian 108 _____	

### There is a fee of \$25.00 for each diploma

Name of Card Holder: _____
Credit Card Number: <b>VISA, MASTERCARD, AND AMERICAN EXPRESS ONLY</b> _____
Credit Card Expiration Date: _____
Card Holder Signature: _____

For Office Use: Deg/Maj: _____	Honors: _____	Graduation Term: _____
CBO Approved: _____	Date Processed: _____	Graduation Date: _____