



Campbellsville University – Registrar’s Office  
**DUPLICATE DIPLOMA ORDER**

1. Complete the form and email to the Registrar’s Office at [registrar@campbellsville.edu](mailto:registrar@campbellsville.edu).
2. Provide your credit card information below for the \$25.00 fee for a duplicate diploma. If you are requesting your diploma to be mailed internationally, there will be an additional \$60.00 fee for FedEx fees.
3. Note, if your request cannot be processed, you will be notified via email. Diplomas cannot be ordered for students who have financial obligations with the University.
4. We order diplomas once a month from our vendor. Your diploma will be delivered to the address you request within 1-2 weeks the diploma order is placed with the vendor.

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**Please type your name below how your name should appear on your diploma (first, middle, last name order):**

\_\_\_\_\_

*If your name has changed since graduation, please send a copy of an official document (driver’s license, marriage certificate, etc.) with your new name to update our student database. A diploma cannot be issued with a name not in our database.*

**Address to mail your diploma:**

\_\_\_\_\_  
**(Street) (Apt. #, if applicable) City State ZIP**

Would you like us to update your address in our student database?  Yes  No

Degree earned: \_\_\_\_\_ Graduation Year: \_\_\_\_\_  
*(We will confirm your official degree and graduation date before ordering the duplicate diploma.)*

Date of Birth: \_\_\_\_\_ CU Student ID# or SSN: \_\_\_\_\_

Phone (w/ Area Code): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Student Authorization**

*I authorize Campbellsville University to charge diploma fees on the below credit card and to order a duplicate diploma to be delivered to the stated address.*

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

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**Credit Card Information** – *Campbellsville University does not retain credit card information and shreds after billing.*

\_\_\_\_\_  
Type (Visa, Mastercard, etc.) Name on Card Expiration Date

\_\_\_\_\_  
Credit Card Number CCV\* (Security Code)

\*The CCV/Security Code is a 3- or 4-digit number, typically on the back of your credit card.