

Baker University
Office of the Registrar
Diploma Re-Order Form

Order forms may be presented in person, by postal mail, fax or email to: Records Office, Baker University, P.O. Box 65, Baldwin City, KS 66006. Fax #: 785-594-4521 or email: records@bakeru.edu. Upon receipt of request, please allow five business days for processing. Request received after 3pm will be considered received the following business day. Please call 785-594-4530 if you have questions.

Student ID# or SSN: _____

Name used while attending Baker: _____

Date of Birth: _____

Date of Graduation: _____

Degree/Major(s): _____

Honors: _____

Name to appear on diploma: _____

Current Name and Address:

Name: _____

Street: _____

City: _____

State & Zip: _____

Daytime Phone: _____

Email address: _____

Please indicate campus/program of study:

- Undergraduate Degree Program – Baldwin City
- Undergraduate Degree Program – School of Professional and Graduate Studies
- Bachelor of Science of Nursing
- Master's Program
- Doctoral Degree ****Please allow 3 weeks for processing**

Your signature below authorizes Baker University to release diploma as directed on this form, and if paying by credit card, to charge your credit card for the amount indicated.

(WRITTEN Signature)

(Date)

Payment Method: \$40.00

- Check enclosed (make payable to Baker University)
 - Charge to MasterCard
 - Charge to Visa
 - Charge to Discover
- Card number _____
Expiration Date _____
Verification Code _____
Charge my credit card in the amount of _____

FOR OFFICE USE ONLY

Amount received & payment method: _____

Date received: _____

Date processed/mailed: _____

Completed by: _____