DUPLICATE DIPLOMA ORDER FORM

Revised: 5/28/26 AM

Office of the Registrar
1570 Baltimore Pike
Lincoln University, PA 19352
Phone: 484-365-8087

PLEASE PRINT CLEARLY

NAME: _____
First Middle Last

SS#_____ OR ID#_____

Please indicate: ☐8.5x11 inch Standard ☐11x14 inch Oversize ☐Wallet Size Diploma

DEGREE: { } BA { } BS { } Graduate Degree (please indicate program): _____

MAJOR: _____

YEAR COMPLETED: _____

NAME (as it appears on original diploma): _____

CURRENT NAME: _____

MAILING ADDRESS: _____

_____

_____

TELEPHONE: _____ EMAIL: _____

☐I plan to pick up my diploma.

1. **Office of the Bursar will validate that you have no financial holds and are clear to receive your diploma.**
2. **A $60.00 payment for a standard size diploma, $75.00 payment for an oversize diploma, and/or a $25.00 payment for a wallet size diploma must be presented at the time of order. Payments may be mailed with this form to the above address or be made over the phone with the Office of the Bursar by calling 484-365-8080.**
3. **Office of the Registrar will process diploma requests with 3rd party printer every first business day of the month.**