

***Please note a diploma will not be reordered for any graduate who has not settled all financial obligations to CSB/SJU.**

The diploma reprinting process usually takes 8 weeks.

Name: _____ Date: _____
Last First MI

Name as it should appear on your diploma (full legal name): _____

Social Security Number: XXX - XX - _____ Banner ID: _____ (issued after 2005)

Date of Birth: ____ / ____ / ____ (mm/dd/yr) Former/Maiden Names(s): _____

Phone Numbers(s): Daytime: (_____) _____ Cell: (_____) _____

Dates of Attendance: From _____ To _____

Address: _____

City/State/Zip

E-mail address: _____

Graduate's Signature (REQUIRED): _____

Completed diplomas are mailed 1st class USPS. If you would like to pay for it to be sent Fed Ex please provide the following for Fed Ex to bill you directly: Name as it appears on credit card: _____

Credit card number: _____ Exp. Date: _____ Security code: _____

***We recommend you consult the FedEx web site to determine estimated shipping cost prior to choosing this option:
www.Fedex.com

The fee for a replacement diploma is \$30.00 (this does not include FedEx charges). Make checks/money orders payable to CSB/SJU Registrar's Office.

Amount Enclosed: \$ _____
Cash Check Money order

CSB GRADUATES - Send this form and payment to:

*Saint John's University / College of Saint Benedict
Office of the Registrar - Attention: Denise
37 South College Avenue
Saint Joseph, MN 56374
(320-363-5158) or djlaudenbach@csbsju.edu*

SJU and SOT GRADUATES - Send this form and payment to:

*Saint John's University / College of Saint Benedict
Office of the Registrar - Attention: Anastasia
P.O. Box 5511
Collegeville, MN 56321
(320-363-3398) or anathe@csbsju.edu*