Digital Diploma or Certificate Request

Bradley University is happy to now offer digital diplomas and certificates to alumni! These digital PDF versions of your official diploma can be downloaded an unlimited amount of times, shared with employers or through social media, and can be instantly validated through our website. To order your digital diploma/certificate, please complete this form.

Please Note:

- Diplomas or certificates will be issued under the current name on your official student record. If you are ordering a replacement diploma/certificate under an updated legal name, a Name Change Request form will need to be submitted along with copies of a government issued picture ID and legal evidence of the change (e.g. marriage license, divorce decree, etc.). The Name Change Request form can be found here: https://bradley.edu/offices/academic/registrar/forms/.
- The diploma or certificate will bear the signatures of the current University officials.
- Payment for the diploma or certificate will be required with the completed request form. Payment can be made via check or credit card.
- This form should be completed and signed by the graduate.
- **If you have any grade holds on your records, they must be cleared before your diploma or certificate will be released.**

Name: _____

Date of Birth: _____ Student ID or last 4 of SSN:_____

Address: _____

City: _____ State: _____ Zip:_____

Phone: _____ Degree/Certificate earned (BS, MS, etc.): _____

Date degree/certificate was awarded:_____

Please print your legal name on your student record as you would like it to be printed on the diploma:

_____

First Middle (optional) Last/Surname

E-mail Address to deliver download link to (only one address allowed):

_____

Processing Option: ____ Standard Processing, up to 10 business days. $15.00 per credential ___ One-day Business Day Processing. $75.00 per credential

Payment Method: ____ I will call office with my credit card information at +1 309-677-3375 ____ Check enclosed

Signature: _____Date:_____

Please return the completed form to the Office of the Registrar at registrar@bradley.edu or in person at Swords Hall, Room 103.

FOR OFFICAL OFFICE USE:

Form/Payment Rec'd by: _____ Date: _____ Order Processed by: _____Date:_____

Registrar's Office 5/4/2026