BRADLEY University

Replacement Printed Diploma or Certificate Request

Please Note:

- The replacement diploma or certificate 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 replacement diploma or certificate will bear the signatures of the current University officials.
- Payment for the replacement diploma or certificate will be required with the completed request form. Payment can be made via check or credit card.
- This petition should be completed and signed by the graduate.
- **If you have any grade holds on your records, they must be cleared before diploma or certificate will be released.**

Do you need to notarize a diploma or certificate?
A notarization is verification that a document and the signature attached to it are authentic. Documents from the Office of the Registrar are official documents; a notarization is an additional security measure. Please note that additional text and signatures (including that of the Registrar and the Illinois notary public) will be written directly on the document. If you need your replacement diploma or certificate to be notarized, please complete the form on page 3.

Do you need an Apostille?
Apostille — Certifies any Illinois notary public, County Clerk, Circuit Clerk, or Local Registrar. An Apostille is a certification that is entitled to direct recognition by members of the 1961 Hague Convention. It is sometimes required on the diploma or certificate if you are applying for work outside the United States.

If you need the notarized diploma or certificate to have an Apostille, you can send the notarized diploma or certificate with an Application for Apostille to the Illinois Secretary of State. To see the complete directions and to get the application, please refer to the following link, https://www.ilsos.gov/departments/index/apostilles.html. **It is preferred that you, or your representative in the United States handle sending/receiving the documents for Apostille.** *However*, if you want the Bradley University Office of the Registrar to send your certified replacement diploma or certificate to the Illinois Secretary of State for an Apostille, **you must follow these steps**:

1) Complete the form on page 3.
2) Provide a separate written/signed letter requesting us to send your diploma or certificate to the Illinois Secretary of State for an Apostille.
3) Include the form located in the Illinois Secretary of State's website titled *"Application for Authentication or Apostille Certifying Documents for Foreign Use"* requesting an Apostille on the document (diploma, certificate, or transcript), stating to which country the diploma or certificate will be sent.
4) Include a check or money order payable to the Illinois Secretary of State for $2.00 per page.
5) Include a large envelope, with sufficient pre-paid postage, pre-addressed with your return address for the Illinois Secretary of State to mail your diploma or certificate back to you.

Standard Replacement Printed Diploma or Certificate Request Form

Name: _____ Date of Birth: _____

Phone: _____ E-mail Address:_____

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

Brief reason for petition for a replacement diploma or certificate from Bradley University:

_____

Replacement and Shipping Options

Standard Replacement - Suitable for display purposes or personal records. Will be mailed directly to the address you provide from the printer. Cost: $50.00

Please select the shipping option you would like:

- ☐ **Standard Processing, First-Class mail via USPS** – Estimated turnaround: 2 weeks. No tracking available. No additional charge
- ☐ **Rush Processing, 3-Day Shipping to a Domestic U.S. Address** – Estimated turnaround: 1 week. Includes tracking number. Additional $25.00 shipping fee.
- ☐ **Rush Processing, 3-Day Shipping to an International Address** – Estimate turnaround: 1 week. Includes tracking number. Additional $50.00 shipping fee.

Address to mail diploma or certificate to:

Name: _____

Address: _____

City: _____ State: _____ Zip:_____

Signature: _____

FOR OFFICAL OFFICE USE:

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

Certified/Notarized Replacement Printed Diploma or Certificate Request Form

Name: _____ Date of Birth: _____

Phone: _____ E-mail Address:_____

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

Brief reason for petition for a replacement diploma or certificate from Bradley University:

_____

Replacement Type and Shipping Options

Please select what type of diploma you would like along with your preferred processing/shipping method:

☐ **Certified/Notarized Replacement** – This will include additional text on the front of your document verifying authenticity. Certified/Notarized diplomas are generally only needed for individuals planning to work outside of the U.S. Diploma will be mailed to the Registrar's Office from the printer and certified/notarized by us. Diploma will then be mailed from Bradley University to the address you provide. Cost: $50.00 per diploma/certificate plus additional $7.00 fee per notarized document.

- ☐ **Standard Processing and Shipping –** Diploma will be ordered from the printer with standard 5-day processing and First-Class USPS shipping. Once received by the Registrar's Office the document(s) will be certified, notarized, and mailed to your specified address via USPS. Estimated Processing time is 3 weeks. No tracking available. No additional charge.
- ☐ **Rush Processing and Shipping – Domestic -** Diploma will be ordered from the printer with expedited 1-day processing and 3-day shipping back to our office. Once received by the Registrar's Office the document(s) will be certified, notarized, and sent via FedEx Priority to your specified address. Estimated Processing time is 1.5 weeks. FedEx tracking to final destination will be provided. $25 Additional Charge.
- ☐ **Rush Processing and Shipping – International -** Diploma will be ordered from the printer with expedited 1-day processing and 3-day shipping back to our office. Once received by the Registrar's Office the document(s) will be certified, notarized, and sent via FedEx Priority to your specified international address. Estimated Processing time is 1.5 weeks. FedEx Tracking to final destination will be provided. $50 Additional Charge.

☐ **Certified/Notarized Replacement with direct forwarding to the Secretary of State for Apostille** (see first page for more information) – This will include additional text on the front of your document verifying authenticity. Certified/Notarized diplomas are generally only needed for individuals planning to work outside of the U.S. Diploma will be mailed to the Registrar's Office from the printer and certified/notarized by us. Diploma along with apostille paperwork and payment provided by you will then be mailed from Bradley University to the Secretary of State's Office Cost: $50.00 per diploma/certificate plus additional $7.00 fee per notarized document.

- ☐ **Standard Processing and Shipping to Secretary of State -** Diploma will be ordered from the printer with standard 5-day processing and USPS shipping. Once received by the Registrar's Office the document(s) will be certified, notarized, and mailed to the Secretary of State with your included Apostille paperwork via USPS. Estimated Processing time is 4 weeks. No additional charge.
- ☐ **Rush Processing and Shipping to Secretary of State -** Diploma will be ordered from the printer with expedited 1-day processing and 3-day shipping back to our office. Once received by the Registrar's Office the document(s) will be certified, notarized, and sent via FedEx Priority to Illinois Secretary of State's Office with the included documentation for Apostille. Estimated Processing time is 2 weeks. FedEx tracking to final destination will be provided. $50 Additional charge.

Address to mail diploma or certificate to:

Name: _____

Address: _____

City: _____ State: _____ Zip:_____

Signature: _____