PROCEDURE TO PETITION FOR A REPLACEMENT DIPLOMA

1. The replacement diploma will be issued under the same name as the original diploma.
2. The replacement diploma will bear the signatures of the current University officials.
3. The cost for a replacement diploma is $25.00. Please include a check or credit card information for that amount.
4. This petition should be completed and signed by the graduate.
   Note: Additional charges for express and international shipping will be applied.
5. There is an additional fee to certify a diploma of $7.00 per copy. (See below for explanation.)

If you have any holds on your records they must be cleared before diploma will be released.

Do you need to certify a diploma?
If you want the diploma or a copy of your diploma to be certified, signed by the Registrar and notarized, please add a statement to that effect under special directions on the form. The fee to certify a diploma is $7.00. We will mail it to the address you provide.

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 if you are applying for work outside the United States.

If you want the certified diploma to have an Apostille, you can send the certified diploma 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, [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com) and choose Departments, Index, Notary Services and then Certify Documents for Foreign Use (I 213). 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 to the Illinois Secretary of State for an Apostille you must follow these steps:

1) Provide a separate written/signed letter requesting us to send your diploma to the Illinois Secretary of State for an Apostille.
2) 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 or transcript), stating to which country the diploma will be sent.
3) Include a check or money order payable to the Illinois Secretary of State for $2.00 per page.
4) 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 back to you.
PETITION FOR A REPLACEMENT DIPLOMA

Name:________________________________________________________ Date of Birth:__________________

Address:____________________________________________________________________________________

City: ________________________________  State: _______________________ Zip:______________________

Telephone: (_______)______________________  E-mail Address:_____________________________________

Degree received: _______________________________ Date degree was awarded:__________________

Please print your name exactly as it appeared on your original diploma:

___________________________________________________________________________________________

___________________________________________________________________________________________

The reason for my petition for a replacement diploma from Bradley University are:

___________________________________________________________________________________________

___________________________________________________________________________________________

Special directions (if any):

___________________________________________________________________________________________

___________________________________________________________________________________________

Signature:___________________________________________________________________________________

Address to mail diploma (if different from above):

Name:____________________________________Address:____________________________________________

City:_________________________________________ State:_________________ Zip:______________________

Payment: □ check (payable to Bradley University) □ credit card (please call)

Please call our office to provide credit card information 309-677-3098 or 309-677-3101
DO NOT EMAIL OR FAX CREDIT CARD INFORMATION.

FOR OFFICIAL USE ONLY:

Petition Received:________________________________________________________

Date Mailed:_______________________________________________________________

Payment Received:_________________________________________________________