

DAVIS COLLEGE  
**REQUEST FOR DIPLOMA EXCHANGE**

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To request a Davis College diploma complete the form and return it to the Academic office of Davis College.

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NAME _____	S.S.# ____-____-____
ADDRESS _____	PHONE # _____
_____	EMAIL _____

Graduated in \_\_\_\_\_ / Degree Earned \_\_\_\_\_

- I enclosed my PBC diploma.
  - I lost my PBC diploma. (Please complete the following section.)
    - o Concentration:  
\_\_\_\_\_
    - o My name on diploma *(Please print in capital and small case as you wish your name to appear):*  
\_\_\_\_\_  
First Middle Last
    - o Your original date of graduation will appear on your new diploma.
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SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_

\$50.00 Exchange Fee

*Please make checks payable to Davis College.*

Enclosed: \$   .

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**OFFICE USE ONLY**

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|----------------------------|--------------------------|
| ➤ Date Rec'd _____         | ➤ Date Sent _____        |
| ➤ Amount Received \$ _____ | ➤ Database Updated _____ |