



Edward Waters College  
Office of the Registrar

**Degree Reorder Request Form**

Date of Request \_\_\_\_\_

*Please print all of your information clearly and legibly. If you make a mistake, please ask for an additional form.*

**Requestor's Current Information:**

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Social Security Number Date of Birth

\_\_\_\_\_  
Street Address City/State Zip Code

\_\_\_\_\_  
Home Phone Number with Area Code Cell Phone Number with Area Code

**Requestor's Original Degree Information: (How did your name appear on your degree?)**

\_\_\_\_\_  
Last Name (Maiden) First Name Middle Name

\_\_\_\_\_  
Major and Degree (BA/BS/BBA) Month/Day/Year of Degree

Reason for reorder: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

**OFFICE USE ONLY**

Student Default Balance \_\_\_\_\_ Money Order Returned to Registrar Office /Documents \_\_\_\_\_  
(Date)

Receipt from Cashier: YES / NO (circle one)

STUDENT ACCOUNTS OFFICE ONLY: Student has satisfied all financial obligations. Date Verified \_\_\_\_\_ /Initial \_\_\_\_\_  
Florida Statute 1009.5 (5) No individual borrower has been determined to be in default in making legally required scholarship, loan, student loan, or guaranteed loan repayments shall be furnished with his or her academic transcript or other student records until such time as the loan is paid in full or the default status has been removed. Loan status may be obtained from the United States Department of Education at 1-800-621-3115.

Graduation Fee Paid: YES / NO (circle one) / Date Verified \_\_\_\_\_ / Initial \_\_\_\_\_

Degree Order Date \_\_\_\_\_ Degree Receive Date \_\_\_\_\_