

# Degree Request Form

**Logos Christian University**  
**Office of Admissions & Records**  
**9310 Old King Rd. S Jacksonville, FL 32259**  
**FAX (904)-398-3706**



**Main requirements:**

1. We are not able to receive requests by telephone.
2. The request will be processed within 3-10 weeks.
3. If you have a pending payment on your student account or if you have not completed the program credits you will not be able to receive the certificate.
4. The shipping cost is based on the destination address.
5. Please check one of the following options:
  - If you want your title apostilled from the Florida State Department of Education (\$ 190.00) and notarized (\$ 35.00) it will have a total cost of \$ 225.00.
  - Reprint title service: \$ 50.00
  - Notarized title only: \$ 35.00.

**You may contact the Department of Admissions and Records at:**  
**e-mail: [ucl@logos.edu](mailto:ucl@logos.edu)**  
**Phone: 904-398-3700 (extension-115)**

Name of the Title Requested: \_\_\_\_\_ Date: \_\_\_\_\_

ID Number: \_\_\_\_\_ Name: \_\_\_\_\_  
*Last name First Name Middle Name*

Address: \_\_\_\_\_  
*Street City State Zip Code*

E-mail: \_\_\_\_\_

Address where you want to receive your documents:

Attention to: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Social security number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

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Important Notice: You are responsible for the information reflected in this application so you should properly check your name, address and the title name requested. Apostilization processes and notarization can take from 3-10 weeks; if you want an express service you may contact us. Your program will be analyzed financially and academically. You will pay shipping separately.

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Student signature

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Date