



DIPLOMA / DEGREE* ORDER FORM

Books: Returned / Paid

For Students Use only		
First:		
		Award:
Last:		Student Number:
Adopted Name (only if you wish this included on your Diploma)		
Address after leaving Switzerland:		
Street:		
Street:		
City / Area (ZIP) Code		
Province / State		
Country		
Valid Tel. Number: E-Mail Address:		
L-Mail Address.		
*Please understand that it may take up to two months for your university to issue your final documents!		
For Office Use only		
	Attestation of Authenticity by the Kanton LU	D.o.F. completed (Date):
	Please follow the given order on the left side	D.o.i : completed (bate).
1.	Employers Reference Internship Office	Diploma Received/Sent (Date):
2.	Industry Training Report Employee Internship Office	Name:
3.	Letter of Financial Compliance Admissions Office: JM	
4.	Golden Care® Outstanding Debt Front Office: AR	Signature:
5.	Airline–Ticket Front Office: BM/CP	Tracking Number:
6.	Deposit: Front Office: VZ/CM/AR	
7.	Room Checkout: Front Office: VZ/CM/AR	
8.	Room Key returned: Front Office: VZ/CM/AR	
9.	http://survey.bhmsacademy.ch Academic Office	
10.	http://bhms.alumniforyou.com/ Academic Office	
11.	Grade Point Average: Academic Office	
12.	Credits Required: Academic Office	

Academic Office