

Records Office
Request for Duplicate Diploma/Certificate

Please keep in mind you can request an official transcript that will show your earned degree or certificate by filling out the appropriate form and paying at the Cashier's Office.

I wish to apply for a duplicate diploma/certificate. I understand that the charge for a duplicate is \$15. A \$7.50 fee is required for each additional degree/certificate.

Name _____ SS# _____

(Please PRINT clearly as you want it to appear on your diploma/certificate.)

Please Complete:

Current Name _____

Birth Date ____ / ____ / ____

Current Address _____ Apt. _____

City _____ State ____ ZIP _____

Primary Telephone (____) _____

Secondary Telephone (____) _____

Year and semester of original degree/certificate _____

Check Appropriate Boxes:

- Associate in Applied Science (A.A.S.)
- Associate in Arts (A.A.)
- Associate in Arts in Teaching (A.A.T.)
- Associate in Fine Arts (A.F.A.)
- Associate in General Studies (A.G.S.)
- Associate in Science (A.S.)
- Certificate

Title of A.A.S./Certificate _____

Pick Up

Mail to Above Address

Signature _____ Date _____

Moraine Valley Community College, Records Department Room S111,
9000 W. College Pkwy., Palos Hills, IL 60465

*****For office use only*****

Degree/Certificate Verified By _____

