

Request for Duplicate Diploma/Certificate

Note: 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, Room S105.

I wish to apply for a duplicate/diploma certificate.

I understand the charge for a duplicate is \$15. An additional copy will be \$7.50.

Diplomas/certificates can be issued only to student on record.

Name _____

Social Security Number _____ Student ID# _____

Current Address _____

City _____ State _____ ZIP Code _____

Telephone _____

Year/Semester of Original Degree/Certificate Fall Spring Summer Year _____

Date of Birth _____

Check appropriate box:

Associate in Arts (A.A.)

Associate in Science (A.S.)

Associate in Fine Arts (A.F.A.)

Associate in General Studies (A.G.S.)

Associate in Applied Science (A.A.S.)

Certificate

Title of A.A.S./Certificate _____

Select one:

Pick up Mail to above address

Signature _____ Date _____

Records Department

For office use only

Degree/Certificate Verified by _____

Diploma Code _____

Honor _____

Confidential when completed.



