



Request for Replacement Diploma

Submit this completed form to graduate@howardcc.edu. Payment of \$25 per document with standard processing is due at the time this form is submitted. Duplicate Diploma fees must be paid directly to the Cashier's Office.

Print your name EXACTLY as you want it to appear on your diploma. Your new diploma will include the signatures of the current Howard Community College administration; the diploma will be marked as a duplicate. Your diploma will be mailed to the address on this form, and your permanent address on file will be updated. Payment must be received before the order will be placed. Diplomas will be shipped approximately 2 weeks from the date your order is placed. If you require expedited processing please contact graduate@howardcc.edu for a custom quote.

Student Name		Student ID Number	
Date of Birth	Email	Phone	
Name while attending HCC (if applicable)	Date of Graduation	Area of Study	
Print your name exactly as it will appear on diploma/certificate			
Street Address			Apt/Unit
City	State	Zip Code	

I certify that the above information is true and correct, and I request the change(s) indicated above. I understand my name will appear on my diploma/certificate as I've written above.. I understand that this order will be placed with standard shipping times and that the order will not be placed until my payment is processed.

Student Signature _____ Date _____

Office Use Only
Payment received _____
Diploma order submitted on _____
Expected ship date _____
Processor _____