

REPLACEMENT DIPLOMA REQUEST

STEP 1: Submit completed form to Records Office (located in the Whitcomb Student Center).

STEP 2: Pay the \$35 fee to Business Office (located in the Administration Building).

STUDENT ID# _____ **PHONE:** _____

OR

LAST FOUR DIGITS OF SSN: _____

NAME: _____

FORMER NAME (if has changed): _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

	PROGRAM OF STUDY:	GRADUATION DATE:
<input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate		

NUMBER REQUESTED: _____ (\$35 fee per diploma applies)

The \$35 fee (per diploma) must be paid at the time the request is submitted. Orders may take 8-12 weeks for delivery. Replacement diplomas are issued with "Issued as a replacement diploma" text and are signed by current administration. Graduate will be contacted via telephone at the number provided when the diploma is available.

 Student signature Date

Unless sent from an official Rockingham Community College email account, this form must have a handwritten signature.

RECEIVED:

 Student signature Date

OFFICE USE ONLY	
RECORDS _____ Initials/date	FEE PAID _____ Receipt # _____