

DUPLICATE DIPLOMA REQUEST FORM

This form must be completed and submitted to order duplicate diplomas. The cost of ordering is \$10.00 per duplicate diploma. Please enclose a check or money order payable to Penn Highlands Community College. Do not send cash. Requests for duplicate diplomas will be processed at the end of each semester and will be mailed to the address provided.

The name that appears on the duplicate diploma will be that which is noted in the student's official record. If a different name is to appear on the duplicate diploma, proof of a name change must be provided (ie: A copy of a driver's license, marriage license, or proof of legal name change).

Student Name (as it appears on your record): _____

If changing the name, please print new name and include legal documentation (acceptable forms of documentation are noted above): _____

Social Security Number: X X X – X X – ____ ____ ____

DOB: ____ / ____ / ____

Address where diploma is to be sent: _____

City/State/ZIP: _____

Daytime Phone Number: _____

Quantity Requested: _____ (\$10.00 charge per duplicate)

Student's Signature: _____ Date: _____

RETURN THIS FORM AND PAYMENT TO THE REGISTRAR'S OFFICE
101 Community College Way
Johnstown, PA 15904
814-262-6439