



## Request for Diploma/Certificate/COC Reprint

Name

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Former Name

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Student ID Number/SS#

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Mailing Address

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Phone Number

Email Address

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Degree/Certificate/COC

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Quarter and Year Awarded

Requested number of copies

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Reprint Fees: Certificate and Diploma - \$10.50 per copy/Certificate of Completion - \$7 per copy  
Payable to the Cashiers Office. Attach receipt. Reprints can take up to five business days.

Student Signature

Date

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### Cashiers Office Use Only

Date

Amount Paid \$

Receipt #

Fee Code = RF (Records Fee)

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### Graduation Dept. Office Use Only

Date Receipt Arrives in Dept.

Date Printed and Mailed

Evaluator Signature

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