



Official Request for Duplicate Diploma

Reason for requesting duplicate diploma (i.e., replacement for damaged or lost diploma, name change, or replica for academic/employment purposes):

Name Changes (since your last attendance): _____

NOTE: Name change will be reflected on ALL of your records.

Name (as it will appear on diploma): _____

First Middle or Middle Initial(s) Last

Social Security # or Southern ID: _____ **DOB (MM/DD/YYYY):** _____

Present Address: _____ **Telephone #:** (_____) _____
PO Box or Street Apt.# Area Code

City State Zip Code

Diploma Mailing Address (if different from above):

PO Box or Street Apt. #

City State Zip Code

Degree Awarded: _____ **Date Received:** _____

Student's Signature: _____ **Date requested:** _____

To receive a duplicate diploma, return this form, along with payment, to:

Southern WV Community and Technical College
Attn Central Records
PO Box 2900
Mount Gay, WV 25637

- The charge for a new diploma is **\$20.00** each. Your check or money order should be made payable to Southern.
- Please note that your new diploma will be processed on current stock and style of paper.
- Please allow 2 to 4 weeks for delivery.
- If you have questions, please call (304) 896.7438, or (304) 896.7443.

Central Records Use Only: Date Received _____; Date Processed _____; Date Mailed _____; Processor _____