



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 & Technical College
Attn: Central Records
100 College Dr.
Logan, WV 25601

- 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) 896.7330, or (304) 896.7626.

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