



## 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:** \_\_\_\_\_  
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 \_\_\_\_\_