

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 on College records. If a different name is to appear on the duplicate diploma, proof of a name change must be provided. A copy of a driver's license, marriage license, or legal name change must be submitted.

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