



OFFICE OF RECORDS, REGISTRATION & VETERANS' AFFAIRS
10901 Little Patuxent Parkway
Columbia, Maryland 21044
PHONE: 443-518-1240
FAX: 443-518-4426

REQUEST FOR DUPLICATE DIPLOMA

Please complete this form and submit it, along with your payment, by mail to the address above or in person to the Office of Records, Registration & Veterans Affairs (RCF-233).

STUDENT NAME: _____
Print your name **EXACTLY** as you want it to appear on your diploma

Please list maiden/other name used while attending HCC: _____

HCC ID NUMBER _____ BIRTHDATE: _____

MAILING ADDRESS: _____

New Address – By checking this box I understand that my address will be changed. Residency changes may require additional documentation.

DAYTIME PHONE NO. _____

EMAIL ADDRESS: _____

GRADUATION YEAR: _____ MAJOR: _____

Graduation date you originally petitioned: ___ May ___ Summer 1 ___ Summer 2 ___ December

There is a \$25.00 fee for a duplicate diploma. **AR CODE DUPDP**
MAKE CHECKS PAYABLE TO "HOWARD COMMUNITY COLLEGE".

Please note that the new diploma will include the signatures of the current administration and within the text the diploma will state that this is a duplicate diploma.

DIPLOMAS WILL BE MAILED TO THE ABOVE ADDRESS.

SIGNATURE

DATE