



Howard Community College
Office of Records, Registration & Veterans' Affairs [RRVA]
10901 Little Patuxent Parkway
Columbia, MD 21044

Request for Replacement Diploma

Complete this form and submit it along with the \$25 fee to the address listed above (make checks payable to Howard Community College). **Print your name EXACTLY as you want it to appear on your diploma.** Your new diploma will include the signatures of the current administration; the diploma will be marked as a duplicate. Your diploma will be mailed to the address on this form, and your permanent address on file will be updated.

Student ID Number

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Print your name exactly as it will appear on diploma/certificate _____

Last Name _____ **First Name** _____ **Middle** _____

Street Address _____ **Apt/Unit** _____

City _____ **State** _____ **Zip Code** _____

Email _____ **Phone** _____ **Date of Birth** _____

Date of Graduation _____ **Area of Study** _____

Name while in attendance at HCC (if different from above)

Last Name _____ **First Name** _____ **Middle** _____

I certify that the above information is true and correct, and I request the change(s) indicated above. I understand my name will appear on my diploma/certificate as I've written above. I understand that receipt of my diploma is contingent upon satisfying all financial obligations with Howard Community College.

Student Signature _____ **Date** _____

Office Use Only

Payment received _____

Diploma order submitted on _____

Expected ship date _____

Processor _____