



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

Request for Replacement Diploma

Submit this completed form to graduate@howardcc.edu. Payment of \$25 per document with standard processing is due at the time this form is submitted. Duplicate Diploma fees must be paid directly to the Cashier's Office. All financial obligations to Howard Community College must be satisfied before this request will be processed.

Print your name EXACTLY as you want it to appear on your diploma. Your new diploma will include the signatures of the current Howard Community College 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. Diplomas will be shipped approximately 2 weeks from the date your order is placed. If you require expedited processing please contact graduate@howardcc.edu for a custom quote.

Student Name		Student ID Number	
Date of Birth	Email	Phone	
Name while attending HCC (if applicable)	Date of Graduation	Area of Study	
Print your name exactly as it will appear on diploma/certificate			
Street Address		Apt/Unit	
City	State	Zip Code	

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. I understand that this order will be placed with standard shipping times.

Student Signature _____ Date _____

Office Use Only Payment received _____ Diploma order submitted on _____ Expected ship date _____ Processor _____
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