



Request for Duplicate Diploma

Purpose:

For a student to be able to purchase a duplicate copy of their diploma/certificate. Student must complete form and submit to business office for payment, then submit form and payment receipt to Registrar for printing.

To be completed by student (print clearly)

Name _____ Student ID# _____

Date of Birth _____ Phone # _____

Street Address: _____

City : _____ State: _____ Zip Code: _____

Currently enrolled at RPCC? _____ Yes _____ No (if No, answer next question)

Semester/ Year Graduated? _____

Signature: _____ Date: _____

To be completed by the Business Office

Reprinting Diploma Fee (\$20.00)

Paid ___ Rec. # _____

CA ___ CK ___ MO ___ # _____

Business Office Signature: _____ Date: _____

To be completed by the Registrar's Office

Date Diploma Printed: _____

Signature of Registrar: _____