

Office Use Only
 Req Received _____
 Ordered _____
 To Admin _____
 To Student _____



OFFICE OF REGISTRATION & RECORDS
Replacement Diploma/Certificate Request Form

Replacement diplomas and certificates will be printed in the current style and contain the signatures of current members of the college administration. Replacement documents are generally mailed within four to six weeks after the receipt of the request. **The cost to obtain a replacement diploma or certificate is 20.00**

Print your legal name exactly as it appeared on the original diploma or certificate.

Name: _____
 First, Middle, Last & Suffix (if applicable)

Student ID or SSN: _____ Birth Date: _____

Graduation Year: _____

Name of Program: _____

Replace: _____ Certificate _____ AA _____ AS _____ AAS _____ AAT

Are you a member of Phi Theta Kappa? _____ Yes _____ No

Please mail diploma/certificate to this address: _____

Student Signature: _____ Date: _____

Contact Phone Number: _____ Contact E-Mail: _____

Method of Payment: Check Credit Card Money Order
Make check payable to Chesapeake College (Do Not Mail Cash)

Charge this fee to: (Check One) VISA Master Card American Express Discover Card

Card Number: _____ Expiration Date _____ CID# _____

Cardholder's Name: _____

Authorized Cardholder's Signature: _____

**Mail request form with payment to: Chesapeake College, Office of Registration,
 P O Box 8, Wye Mills, MD 21679**