

DUPLICATE DIPLOMA REQUEST FORM



HAWKEYE COMMUNITY COLLEGE
Business Office

ADDRESS: P.O. BOX 8015, Waterloo, IA 50704
PHONE: 319-296-4417 or 1-800-670-4743 ext. 4417
FAX: 319-296-2874
EMAIL: businessoffice@hawkeyecollege.edu
WEBSITE: www.hawkeyecollege.edu >
Academics > Academic Records > Student Records
> Duplicate Diploma Request

There is a \$15.00 charge for each duplicate diploma. (Fees subject to change)

Duplicate Continuing Education certificates (non-credit programs) can be requested by calling our Center Falls Center at 319-277-2490.

Send this completed form via mail, fax, or mail to the Business Office (information above). Payment can be made with a credit card or you can provide a check payable to Hawkeye Community College with this form when you mail it. The Business Office will forward the form, along with proof of payment, to the Registrar's Office.

- Any financial obligations to the College and certain other holds, such as completing the Financial Aid Exit Counseling, must be satisfied prior to a duplicate diploma being processed.
- Duplicate will bear signatures of the current College officials and will be printed on the current stock and style of paper.
- **Please allow 3-5 business days for processing time of your request. It will be mailed to the address provided below.**

Credit Card No.: _____ Exp. Date: _____ Security Code: _____

DATE: _____

PLEASE PRINT CLEARLY

Student ID Number or SSN: _____ Date of Birth: _____

Last Name: _____ Former Last Name(s) _____

Legal First Name: _____ Middle Name/Initial: _____

(The name on your diploma will reflect the "Diploma Name" on your Graduate Record.)

***As of 9/4/2020 the "Diploma Name" defaulted to your "Preferred Name, Middle Initial, Last Name", unless you made changes to the "Preferred Name on Diploma" on your Graduation Application prior to the conferral of your degree.**

- Changing your name &/or preferred name on your Student Record does not change your name on the Graduation Application &/or Graduate Record (no matter the timing).
- If your diploma was printed with your "Preferred Name" and you want to change your "Preferred Name" to your "Legal First Name" (and/or your "Middle Initial" to your "Full Middle Name") please indicate the changes here:

- **NOTE: we will not update the "Last Name". We will use your legal last name at the time of your graduation.**

Street Address: _____ City/State/Zip: _____

Student's Phone: (Primary) _____ Alternate Phone: (Optional) _____

Email Address: _____

Major/Degree: _____ Graduation Date: _____

I certify that I am the above-named person and the information I have provided is accurate.

Student's Signature (Approval to Release Information. "Wet" signature required.)

****If your diploma is undelivered, lost, stolen, or damaged in the mailing process, we regret that we cannot be responsible for the diploma. You will need to order a replacement diploma and pay all associated fees. Thank you for your understanding.**