



Office of the Registrar

Replacement Diploma Order Form

(One program per form)

A Replacement Diploma Order is placed when a student's graduation date is more than one year prior to the date this form is submitted and paid. Printers charge extra for replacement diplomas, and though the college makes every effort to keep costs down for students, this additional cost must be paid by the student. A Regular Diploma Order may be done when a student's graduation date is less than one year prior to the submittal of this form.

Student ID # or Date of Birth: _____

Program of Study: _____

Graduation Date: _____

If your name has changed since you attended Kirtland and you wish to have your diploma with your new name, you must provide legal documentation of that change before your diploma can be ordered (marriage license, divorce certificate, court papers, or a signed social security card with your new name). Please print your full name as you wish it to appear on your diploma.

Student Name: _____
(As you want it printed on your diploma)

Address: _____
(Street Address or P.O. Box) (Apt #)

(City, State, Zip Code)

Phone Number: _____ Email Address: _____

Prices Include Mailing Cost:	
Replacement Diploma (graduated over one year ago from today's date)	\$25.00
Current Diploma (graduated less than one year from today's date)	\$ 5.00
Extra Diploma with same program:	\$ 5.00

Total enclosed: \$ _____

Mail this form with your payment to: Kirtland Community College
Registrar's Office
10775 N. St. Helen Road
Roscommon, MI 48653

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Registrar's Office: Date Diploma Ordered: _____
Date Diploma Mailed: _____

Student Financial Services: Date Paid: _____
By: _____