

# DUPLICATE DIPLOMA REQUEST

*Diploma Cover is not included*

## DIRECTIONS

To request a duplicate copy of a BHCC diploma, please complete the **STUDENT INFORMATION** and **DUPLICATE DIPLOMA INFORMATION** sections below. **There is a \$10 fee for a duplicate diploma.** Submit the completed form by:

- MAIL, with check or money order for \$10 to:
 

STUDENT CENTRAL  
BUNKER HILL COMMUNITY COLLEGE  
250 NEW RUTHERFORD AVE  
BOSTON, MA 02129
- Or IN PERSON to the Student Central Office. If submitting the form in person, \$10 duplicate diploma fee payment can be made by check, money order, or credit/debit card.
- Once payment is processed, please allow 5-10 business days for processing.

**NOTE: DIPLOMAS WILL BE REPRINTED WITH THE STUDENT'S NAME AT THE TIME THE CREDENTIAL WAS AWARDED**

***DIPLOMAS CANNOT BE REPRINTED WITH A NEW/UPDATED NAME.***

## STUDENT INFORMATION

First Name \_\_\_\_\_

Middle Name or Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Other/Previous Names (to assist with locating student record) \_\_\_\_\_

BHCC ID Number \_\_\_\_\_

E-MAIL Address \_\_\_\_\_

Phone Number \_\_\_\_\_

*NOTE: Contact information will only be used if there is a question or clarification needed regarding your request.*

BHCC credential awarded:     CERTIFICATE             ASSOCIATE DEGREE (Associate in Arts or Associate in Science)

Approx. Award Date: \_\_\_\_\_

Major: \_\_\_\_\_

If credential was awarded prior to the year 2000, please provide approx. dates of attendance: \_\_\_\_\_

**I hereby declare that the above information is true and correct:**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DUPLICATE DIPLOMA INFORMATION

How would you like your diploma delivered (please select PICK UP or MAIL)?

PICK UP from BHCC Student Central Office     MAIL DIPLOMA (Please print clearly)

- Please check the Student Central webpage for location and hours of operation.
- You will need to show a PHOTO ID when picking up diploma.

Street Address: \_\_\_\_\_

Apt: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Country (if outside the U.S.): \_\_\_\_\_

## FOR OFFICE USE ONLY

Credential Earned: \_\_\_\_\_

Award Date: \_\_\_\_\_

**NOTES:**

Payment Processed (DATE): \_\_\_\_\_

Initials: \_\_\_\_\_