

DUPLICATE DIPLOMA REQUEST

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 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: _____