

Social Security Number  
or Student I.D. Number:



# Request for Duplicate Diploma

**\$6 for each copy of a diploma/certificate.**

**Please note:** We cannot process your request, if you have a hold on your account.

*Please print clearly.*

Name (as you would like it to  
appear on your diploma/certificate):

Name at the time of graduation:

Email Address:

Current Address:

*House Number*

*Street, Route, or P.O. Box Number*

*Apartment Number*

*City, State*

*Zip Code*

*(Area Code) Telephone Number*

## Duplicate Diploma Pick Up Options:

Mail to address listed above.

Student Pick Up:

Alternate Pick Up Person:

Did you receive a(n) (please check one):

Associate in Arts

Associate of Arts in Teaching

Associate in Science

Associate in Applied Science

Certificate of Completion

Major:

Year Graduated:

Semester Graduated:

Summer

Fall

Spring

*(Signature)*

*(Date)*

## Form Submission Options:

*Please print this form and mail to:*

McLennan Community College

Attn: Student Records

1400 College Drive

Waco, TX 76708

*Please print and submit this form to Highlander Central:*

McLennan Community College

Enrollment Services Center

1400 College Drive

Waco, TX 76708

**Remember to include \$6 for payment with this form.**