



Mountwest

Community & Technical College

DUPLICATE DIPLOMA REQUEST

NAME (PRINT) _____

First

Middle

Last

STUDENT ID # _____ SOCIAL SECURITY# _____

STUDENT EMAIL ADDRESS: _____

STUDENT TELEPHONE NUMBER: _____

Major: _____

GRADUATION DATE: Month: _____ Year: _____

NUMBER of DIPLOMAS(s) REQUESTED: _____

MAIL DIPLOMA TO: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

STUDENT SIGNATURE: _____ DATE: _____

FEDERAL LAW REQUIRES THE STUDENT'S SIGNATURE.

Fees for diplomas are \$20.00 each. Fees must be paid when ordering diplomas. Students who have a financial obligation will have their diploma request returned. Make checks or money orders payable to Mountwest Community & Technical College. Please do not send cash. ALL REQUESTS WILL BE RETURNED IF THE PAYMENT IS NOT INCLUDED.

Please send your signed request along with fees to:

Mountwest Community and Technical College
Office of the Registrar
One Mountwest Way
Huntington WV 25701