

Duplicate Diploma Request Form

Rappahannock Community College

Office of Admissions and Records

12745 College Drive • Glens, VA 23149 • (804) 758-6740 • (800) 836-9381 • Fax (804) 758-2007
52 Campus Drive • Warsaw, VA 22572 • (804) 333-6740 • (800) 836-9379 • Fax (804) 333-3197

Please complete this request form in full and submit to the Admissions and Records Office.
Your Diploma will be mailed certified USPS.

Please print clearly as name is to appear on diploma.

Student ID: _____

SSN: _____-_____-_____

Name: First Middle Last Jr./3rd

Current Mailing Address: Street Address/P. O. Box City State Zip Code

Email Address: _____ Daytime Phone #: _____

Name of Plan: _____ Specialization: _____
Within Plan, if Applicable

Date Degree/Certificate Awarded: _____
Month/Year

- There is a fee of \$10.00 for each duplicate diploma requested. Payment is due at the time you submit your request. Please make checks payable to Rappahannock Community College.
- Diplomas are ordered three times per year: January, June, and September. Diplomas are received on campus in 3-5 weeks.
- All outstanding debts to the college must be fully satisfied before a duplicate diploma will be ordered.
- Please complete a separate application for each diploma requested.

Student Signature

Date

Office Use Only

A&R Rec'd by: _____

Payment Received by: _____