

Duplicate Diploma Request

Note: Do not use this form to request your original diploma or apply for graduation.

Who needs to use this form?

Any graduate of South Central College who wishes to request a duplicate diploma.

Cost

\$10 per copy.

Important Note

You need to have already been granted an award from South Central College before requesting a duplicate diploma.

How to Submit

Mail, email or fax: Make sure to enclose completed form with payment and send to the address, email or fax number on the right.

In-Person: Bring completed form to the One Stop in North Mankato or the Student Affairs Center in Faribault. They will direct you to make payment (*cash, credit/debit card, check or money order*) in the Campus Store, after verifying there are no holds on your record.



South Central
COLLEGE

MAIL, EMAIL or FAX to:

South Central College – Registration

1920 Lee Blvd. - North Mankato, MN 56003

Email: registrar@southcentral.edu

Phone: (507) 389-7298 FAX: (507) 389-9152

CONTACT INFORMATION

PLEASE PRINT CLEARLY:

SCC Student ID or SSN#

Name (Last, First, Middle)

Former Name(s)

Street Address

City, State

ZIP

Email Address

Phone Number

On the line below, **print how you would like your name to appear on the diploma.** Below the line are stylistic examples.

Examples: *Samantha Smythe* *Samantha Ariel Smythe* *Samantha Ariel Smythe-Johnson*
 Sam Smythe *Samuel A. Smythe* *Samuel Aaron Smythe IV*
 Samuel Aaron Smythe, Jr.

DIPLOMA DESTINATION

Timeframe for Delivery: 2 – 3 weeks

- ☐ Pick-up diploma(s). You will be contacted by the **email listed above** when ready.
☐ Send diploma(s) to the **address listed above**.

OFFICE USE ONLY

- ☐ VERIFIED (No financial holds)
☐ PAID

PAYMENT

(\$10.00 per copy – must accompany duplicate diploma request)

METHOD OF PAYMENT:

CHECK ONE: ☐ Check Enclosed ☐ Visa ☐ Mastercard ☐ Cash Enclosed

EXPIRATION DATE: ____/____/____

CARD NUMBER: _____

CVV Code: _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S ZIP CODE: _____

SIGNATURE: _____ **DATE:** _____