



Request for Duplicate Diploma

Include legible copy of a valid Driver's license or Student ID.

Revised 8-17-16 MC/ES

Current Name: _____ CWID/SSN: _____
Address: _____
Phone: (____) _____ - _____ City State Zip
Email : _____@_____

Date Diploma Received: _____ Term: Fall Spring Summer

Check One Degree Type:

- Associate in Arts Associate in Science Associate in Applied Science Certificate

Major: _____ Number of Copies Requested: _____

Name at the time of degree: _____

- *Third Party Pickups MUST provide a valid Photo I.D.*
- *Diploma's will not be ordered until payment has been made.*

Choose One Option:

- I will pick up diploma at the campus of which I am submitting this request.**
- Mail Diploma to the Name and Address Listed Below:** *(Diploma's will only be mailed outside the Greater Tulsa Area.)*

- OR, Third Party Pick-up:**

Please allow _____, to pick up my diploma.

First M.I. Last

- I have included my payment of \$15.00 per diploma requested.*

⇒ Student Signature: _____ Date: _____

**Return this form in person to any Enrollment Services Office or Mail to:
Student Records and Completion Center Services with \$15.00 Duplicate Fee**

Records and Student Completion Services
909 S Boston Ave
Tulsa, OK 74119
For questions: graduation@tulsacc.edu

Include legible copy of a valid Driver's license or Student ID.

Office Use Only: Fee Paid Major Code: _____ Date Ordered: _____ Clerk Initials: _____