



Replacement Diploma Request

This form is to be used to request a replacement of your original diploma. Complete the information on this form and submit to the Records Office with payment. The following policy applies to replacement diplomas.

- The name printed on the replacement diploma will be the same as the name printed on the original diploma unless a legal name change has been processed.

- For legal name changes, you must provide to the Records Office a legal document declaring the change along with a completed Student Information Change form. *Legal documents include marriage license, divorce/dissolution decrees, court orders, or any*

Current Mailing Address _

City _ State

Zip _

Phone _ Mail _

Diploma Name _

(Name will appear on diploma as originally awarded unless legal documentation has been received .)

Name of Degree Received _

Date or Year/Term Degree was originally awarded _

Select one: ☐ Diploma Only (\$) ☐ Diploma and Cover (\$)

Student Signature _ Date _

Return request form and payment to:

Southern State Community College
Records Office
100 Hobart Drive
Hillsboro, OH 45133