

## DUPLICATE DIPLOMA/CERTIFICATE REQUEST FORM

### INSTRUCTIONS

To receive a duplicate copy of your Associate's degree diploma or technical certificate please complete this form. Submit one form for each duplicate diploma and/or certificate you are requesting. Currently there is no charge for the first duplicate diploma. Subsequent diploma requests may have charges applied.

Your duplicate diploma and/or technical certificate will be mailed to you at the 'LOCAL' address indicated in your MyMCC account; you are responsible for ensuring that your MyMCC account contains your most current address.

Please allow up to thirty (30) business days (not including weekends or holidays) for your duplicate diploma/certificate request to be processed (this includes the time needed for verifications as well as the print of the diploma/certificate). Allow for additional mailing time.

The official name on your academic records will be the name printed on your diploma. You can check this on the MyMCC Student portal by going to [www.MorganCC.edu/MyMCC](http://www.MorganCC.edu/MyMCC). If you require a different name on your diploma than what is listed on your Academic Records you will need to submit a Name Change form along with documentation of your name change. You may submit the Name Change form with this request.

Both current and former MCC students have lifelong access to their Academic Records through the MyMCC portal. If you have forgotten your MCC Student ID, you can utilize the "Forgot ID" and/or the "Forgot Password" options on the site.

### STUDENT IDENTIFICATION

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Student Name: \_\_\_\_\_

### DUPLICATE DEGREE/CERTIFICATE REQUESTED

Term/Year Awarded: \_\_\_\_\_

Associate of General Studies degree (A.G.S.)

Associate of Arts degree (A.A.)

Designation in: \_\_\_\_\_

*OPTIONAL: If one of the A.A. designations or other transfer options*

Associate of Science degree (A.S.)

Designation in: \_\_\_\_\_

*OPTIONAL: If one of the A.S. designations or other transfer options*

Associate of Applied Science

in: \_\_\_\_\_

*MUST SELECT at LEAST ONE when indicating AAS degree*

Certificate in: \_\_\_\_\_

*MUST SELECT at LEAST ONE when indicating Certificate*

Student Signature: \_\_\_\_\_

### RETURN INFORMATION

Return form to:  
MCC Student Services  
920 Barlow Road Fort Morgan, CO 80701  
FAX 970-542-3114  
[Student.Services@MorganCC.edu](mailto:Student.Services@MorganCC.edu)