



Northwestern
Michigan
College

Replacement Diploma or Certificate

Records & Registration, 1701 E Front St, Traverse City MI 49686 | Email: records@nmc.edu | PH: 231-995-1049

The Fee for a replacement diploma or certificate is \$10.00 per document. You may mail a check with this form to the address noted above, or contact us at the phone number noted above to make that payment. Allow approximately 4-6 weeks for the replacement diploma/certificate to be issued.

CURRENT INFORMATION

NAME	NMC ID (IF KNOWN)
FORMER NAME (IF APPLICABLE)	DATE OF BIRTH
ADDRESS	CITY, STATE, ZIP
CONTACT PHONE	EMAIL

DIPLOMA/CERTIFICATE INFORMATION

Print your name below exactly as you would like it to appear on the replacement diploma/certificate.

FIRST	MIDDLE (OPTIONAL)	LAST
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DEGREE RECEIVED	DEGREE DATE (OR MONTH/YEAR)
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Check One:

- I will pick up my replacement diploma/certificate at NMC's Enrollment Services Office/Tanis Building (address above).
- Mail to the current address noted address above.
- Mail to the address noted below:

ADDRESS

CITY	STATE	ZIP
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The document you receive may or may not be an exact replica of the original that you received, depending upon when you graduated. The style of the diploma and certificates may have changed since that time. All reprints are produced using the current format including the signatures of the current College administration. Allow approximately 4-6 weeks for the replacement diploma/certificate to be issued.

SIGNATURE

I certify that the information provided above is true and correct and request the replacement diploma/certificate indicated above.

Signature	Date
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Office Use Only

Fee Paid _____ Holds Verified _____ Date Ordered _____ Date Mailed _____

Degree/Date _____