



Northwestern  
Michigan  
College

# Replacement Diploma or Certificate

Records & Registration, 1701 E Front St, Traverse City MI 49686 | Email: [records@nmc.edu](mailto: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 bring this form with your cash or check payment to the Enrollment Services office in the Tanis building on main campus. Please allow approximately 1-2 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 |
|-------|-------------------|------|

|                 |                             |
|-----------------|-----------------------------|
| DEGREE RECEIVED | DEGREE DATE (OR MONTH/YEAR) |
|-----------------|-----------------------------|

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 |
|------|-------|-----|

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. Please allow approximately 1-2 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 |
|-----------|------|

Office Use Only

|          |                |              |      |
|----------|----------------|--------------|------|
| Fee Paid | Holds Verified | Date Ordered | Date |
| Mailed   |                |              |      |