



**Admissions and Registration Office**

**Request for Reprint of Diploma Previously Received from Miami Dade College**

**To:** Admissions & Registration \_\_\_\_\_ Campus

**FROM:** \_\_\_\_\_  
Students name, printed Student ID#-  
\_\_\_\_\_  
Degree/Diploma Earned Date Awarded

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[ ] Number of diplomas requested: \_\_\_\_\_  
[ ] Cost per diploma reprint: \_\_\_\_\_  
[ ] Total Due \_\_\_\_\_

**Instructions:** By your signature below, you acknowledge the amount of \$20 due for each diploma reorder which must be paid before the diploma can be printed and mailed to you. Take this form to the Bursar's Office and pay the amount due. Bring the form and paid receipt back to the Admissions & Registration office. You will be given your original receipt and a copy of this form. Your diploma document will be mailed to you within fifteen business days.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions to Staff:** This document, along with receipt for payment, is to be document imaged into the student's miscellaneous file.

**Date Printed and Mailed (Staff Initials):** \_\_\_\_\_ **Date:** \_\_\_\_\_