



Application for Replacement Diploma or Certificate

Diplomas may be replaced for a fee of \$20.00. Certificates may be replaced for a fee of \$5.00. Payment for the replacement must accompany this application. Check or money order should be made payable to Owens Community College.

Return application and fee to the Office of Student Accounts drop box (next to College Hall 144) or mail to:
Office of Student Accounts
Owens Community College
P. O. Box 10,000
Toledo, Ohio 43699-1947

The replacement diploma and/or certificate will bear the signatures of the current administration and will be issued with the graduate's name as listed on the original graduation application. Also, the replacement will include a duplicate diploma or duplicate certificate notation on the face of the document.

You should receive your replacement within three to four weeks from payment date.

Name: _____

Date of graduation or certificate: _____

Degree or certificate received: _____

SSN or OCID Number: _____

Mailing Address for replacement (be sure to include any apartment, suite, or lot numbers): This will not update your student record, used for mailing of the diploma only. If the diploma/certificate is not received, you will have to request and pay for a replacement diploma/certificate.

Phone Number (_____) _____

Student Signature: _____

Office of Student Accounts		
Date _____	Amount _____	Initials _____

Records Office	
Date Printed _____	Initials _____