

Diploma Reprint

All sections must be completed, incomplete information can delay processing.
All requests require an original signature of the student prior to processing.

13650 Apple Harvest Drive
Martinsburg, WV 25403
TEL: 304-260-4380
FAX: 304-260-4376
www.blueridgectc.edu

Fees:

There is a \$20 charged to reprint a diploma. This fee must be paid before a diploma is printed. Diplomas are printed in August, January and August. Diploma replacements will be processed with the next respective batch. Students that require verification of degree completion can request an Official Transcript which contains graduation date.

Students must submit one form per degree requested.

Pay by Credit Card online (www.blueridgectc.edu) or attach Money Order, Check, or Cash to this form.

Student Information

Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Former Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Student ID:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>		
City, State, & Zip:	<input type="text"/>	Phone:	<input type="text"/>
Degree Earned:	<input type="text"/>	Graduation Date:	<input type="text"/>

Diploma Delivery

Mail (complete address below)

Student Pick Up (ID Required)

NOTE: Diplomas mailed are likely to be damaged. Diplomas will NOT be replaced due to damage that occurred during mailing. Students are encouraged to pick up the diploma to prevent damage.

Office or Person:	<input type="text"/>
Complete Address:	<input type="text"/>
City, State, and Zip:	<input type="text"/>

Student Signature:

Date:

Enrollment Services Signature:

Date Diploma Sent: