

Request for Duplicate Diploma or Certificate



A fee of \$25.00 is charged for each diploma or certificate. Payments are accepted by check or money order to the address below, along with this form:

Cincinnati State Technical and Community College
Attn: Cashier's Office
3520 Central Parkway
Cincinnati, Ohio 45223

Name: _____
Last First Middle

Student ID or last four of SSN: _____

Has your name changed since attending school? Yes No

If yes, please fill out the information below. If no, skip this line.

Legal name while attending Cincinnati State: _____

Email address: _____ Phone Number: _____

Preferred method of contact: Phone Email

The Registrar's Office will attempt to notify you using your preferred method of contact once your diploma or certificate has been mailed. Phone numbers must have a working voicemail box.

Approximate semester of graduation: Fall Spring Summer

Approximate year of graduation: _____

I am requesting a duplicate: Bachelor's Degree Associates Degree Certificate

My major was: _____

Please mail to Hold for Pickup

Street address

City

State

Zip

Student's signature (required)

Date of request