# *Request for Duplicate Diploma*

**KETTERING COLLEGE**

Duplicate diplomas are issued only in the case of extenuating circumstances involving the loss or destruction of the original. The duplicate diploma will be issued in the name of record on the last date of attendance. The duplicate will be issued with the appropriate signatures of current personnel if the parties involved are either deceased or unable to be located. The cost is $50 per degree/diploma requested.

Name (please print)_____

Name at time of attendance if different from above_____

Address _____

City _____ State _____ ZIP _____

Contact phone number _____ Last four digits of Social Security number or KC ID # _____

Date of birth _____ Major _____

**Semester and year of graduation:**  ☐ Fall  ☐ Winter  ☐ Summer  Year_____

Degree earned (certificate, AS, BS, etc.)_____

**VERIFICATION OF IDENTITY**
(To be witnessed, signed and notarized by Notary Public)

I hereby verify that I am the above named student.

Signature _____ Date _____

Witnessed this_____ day of _____, 20 _____ .

Notary Public signature_____ Date _____

Expiration date of commission _____

**SEND WITH PAYMENT**
Return this form to the Office of the Registrar, Kettering College, 3737 Southern Blvd., Kettering, OH 45429. A check payable to Kettering College for the appropriate amount must be enclosed in order for the request to be processed. Please allow a minimum of eight weeks for processing.