

MONTANA TECH

enrollment@mtech.edu

DUPLICATE DIPLOMA REQUEST FORM

Upon receipt of completed Request Form, a minimum of 4-8 weeks is required to process. **PEAK** times may take longer.
(Allow extra time for transit by mail.)

Student Information:

-

Send To:

Name on Diploma: _____

Name: _____

ID: _____ Date: _____

Address: _____

Previous Name: _____

City, ST, Zip: _____

Birth Date: _____ Phone#: _____

Degree Earned: _____

Dates of Attendance: _____/_____

Campus Attendance: _____ MT Tech _____ COT/Vo-Tech/Highlands

Number of Copies: _____ (\$25 per copy)

SIGNATURE: _____ **Business Office Receipt #:** _____

- Signature is required before diploma is ordered. Diplomas are not released if a student has an unpaid debt to the University, including parking fines. Please call (406) 496-4250 to see if you have an outstanding balance with the college.
- Payment needs to be made to the Business Office prior to the request being processed.
- Contact the Business Office at 496-4250 for payment and record the receipt number here.

Office Use:

Processed by: _____ Date: _____ Date Mailed: _____