

## Duplicate Diploma Request Form

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

### Student Information:

Name on Diploma: \_\_\_\_\_  
ID: \_\_\_\_\_ Date: \_\_\_\_\_  
Previous Name: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Degree Earned: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Campus Attended: \_\_\_\_\_ MT Tech \_\_\_\_\_ COT/Vo-Tech/Highlands

### \*Send To:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

*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.*

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

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.

Business Office Receipt # \_\_\_\_\_

<b>Office Use:</b> Processed by: _____ Date: _____ Date mailed: _____
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