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

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.

Name: ____________________________
Address: ____________________________
City, State, Zip: ____________________________

Send To:

Name: ____________________________
Address: ____________________________
City, State, Zip: ____________________________

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 # _______________________

Office Use: Processed by: ________________ Date: ________________
Date mailed: ________________