REPLACEMENT DIPLOMA REQUEST

- **PLEASE PRINT**
-

Diploma reprint requests take 2 to 4 weeks to process.
All information must be provided in order to process request.

PLEASE FORWARD ALL REQUESTS TO:

Hesser College
Registrar's Office
3 Sundial Ave.
Manchester, NH 03103
603-668-6660 ext. 6428
603-314-0096 FAX

_____ _____ _____ _____
LAST NAME/S while attending Hesser FIRST NAME M.I. CURRENT LAST NAME

SOC. SEC. # _____ STUDENT ID# _____ DATE OF BIRTH:_____

CURRENT ADDRESS: _____
Street City/State Zip Code

TELEPHONE #: Day: (___)_____-_____ Eve: (___)_____-_____ Cell: (___)_____-_____

GRADUATION DATE: _____

DEGREE RECEIVED: ASSOCIATE OR BACHELOR
MAJOR:_____

Please PRINT CLEARLY your name exactly as it is to appear on your Diploma in box below

There is a $10 fee for all replacement diplomas.
Fee must be paid at the time of the request and the **STUDENT SIGNATURE IS REQUIRED.**
DIPLOMAS WILL NOT BE RELEASED UNTIL ALL FINANCIAL OBLIGATIONS TO HESSER COLLEGE HAVE BEEN SATISFIED AS DETERMINED BY THE STUDENT ACCOUNTS OFFICE.
STUDENT SIGNATURE: _____ **DATE:**_____

Student Accounts Authorization: Number of replacement diploma(s) requested (@$10 each) ____ total fee paid ____ cash/check/credit/debit____

Payment Options

Cash/Check # _____
Credit/Debit Card (circle) VISA, MC, or Discover Acct #_____Exp. _____
Authorized Signature_____ Authorized Amount $_____