

*Kankakee Community College*  
**Diploma/Certificate Replacement Request**

100 College Drive • Kankakee, IL 60901-6505 • 815-802-8520 • FAX: 815-802-8521

Diploma replacement fee: \$25. Certificate replacement fee: \$3.

Your diploma/certificate will be ordered upon receipt of the completed request form and full payment. It will be mailed or available for pickup in four to six weeks. Any outstanding financial obligations to KCC must be paid in full before this request will be processed.

**PLEASE PRINT. FILL IN ALL INFORMATION.**

Social Security number or Student ID no.: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone (alternative): \_\_\_\_\_

Degree/certificate name: \_\_\_\_\_ Year: \_\_\_\_\_

**Check one:**  Receive diploma/certificate by mail in four to six weeks  Pick up diploma/certificate in four to six weeks

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Obligations:  Cleared Date: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

\$3 certificate fee:  Paid Date: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Receipt no.: \_\_\_\_\_

\$25 diploma fee:  Paid Date: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_ Receipt no.: \_\_\_\_\_

Status:  Mailed  Picked-up Date: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

**Method of payment:**  Cash  Check/money order (payable to: Kankakee Community College)

Credit card (Visa / MasterCard / Discover)

Name on card (if different): \_\_\_\_\_

Account number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date: \_\_\_/\_\_\_/\_\_\_ 3 digit security code (on back of credit card): \_\_\_\_\_