



Registration and Records

Duplicate Diploma Request

Instructions

There is a \$15.00 fee for each duplicate diploma requested. If you have never received your original diploma, please e-mail registrar@hfcc.edu. Please allow 10 business days for processing. All financial obligations to HFC must be satisfied before the diploma is released.

Payment is not required if you are requesting a duplicate diploma(s)/certificate(s) within **2 semesters** of graduating due to College error (i.e. misspelled name or degree). In these cases, you must return the original diploma(s)/ certificate(s) with this request or you will be required to pay the \$15 replacement fee.

Incomplete requests will not be processed and will be returned for completion.

The name on your diploma will appear as stated in the College's database. If you need to update your name, please complete the Student Information Update form; <https://www.hfcc.edu/registration-and-records/forms> before submitting this request.

If your address does not match the address in our system, you must update in Student Self Service (<https://www.hfcc.edu/registration-and-records/records-maintenance>) before submitting this request. The diploma will only be mailed to the address on file.

- 1) Please mail the completed form & payment to: HFC, Attn: Registration & Records, 5101 Evergreen Rd., Dearborn, MI 48128-1495.
- 2) Contact the Cashier's office at (313) 845-9641 to make payment by telephone.
- 3) Bring form and payment to the Cashiers office located in the Welcome Center Monday – Thursday, 8am – 6:30 pm & Friday, 8am - 2pm.

Student Information

HANK ID Number/Social Security Number: _____

Last Name: _____ First Name: _____

Middle Initial: _____ Address: _____

PO Box or Apartment/Unit Number: _____

City: _____ State: _____ Zip: _____



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Student Information

Email Address: _____ Telephone Number: _____

Degree Information

Degree/Certificate Earned: _____

Year Issued: _____ How many duplicates: _____

Degree/Certificate Earned: _____

Year Issued: _____ How many duplicates: _____

Degree/Certificate Earned: _____

Year Issued: _____ How many duplicates: _____

Total Duplicates: _____ Multiply by \$15.00 Total: \$_____

Signature: _____ Date: _____