

Fort Scott Community College
Duplicate/Replacement Diploma Request Form

Registrar's Office, Fort Scott Community College
2108 S Horton
Fort Scott, KS 66701
Telephone: (620) 223-2700 ext. 3580
Fax: (620) 223-6530

Complete all items and return to the above address.

Name (Last, First, Middle Int.): _____

Social Security Number or Student ID: _____ Date of Birth: ____/____/____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

Name used when diploma was originally issued: _____

Name as you wish it to appear on diploma: _____

Note: Once the student has left FSCC, names can only be changed on a diploma by a court order or divorce decree.

Degree awarded: _____

Date degree awarded: _____

Signature: _____ Date: _____

The cost of a duplicate/replacement diploma is \$40.00

Method of Payment:

- ☐ Cash
- ☐ Check (payable to Fort Scott Community College)
- ☐ Credit Card (Visa/MasterCard)

Credit Card Number: _____

Expiration Date: _____/_____/_____
Month Year

Authorization Code: _____

Payment must accompany your request. Upon receipt of your request, the processing time is normally 10-12 weeks. A duplicate/replacement diploma request will not be processed for any student who is delinquent to the college.