



DUPLICATE DIPLOMA REQUEST

Office of the Registrar
Raker Student Success Center | RSS 166
1300 Nevada State Dr., Bldg E
Henderson, NV 89002
Phone: 702.992.2110

NSHE ID: _____ Phone Number: (____) _____

Name: _____ E-mail: _____
(The name under which you were enrolled at NSC) Last First Middle

Signature: _____ Date: _____

This form is intended for use by graduates requesting a duplicate diploma.

- Duplicate diplomas are not issued unless all financial obligations to the college are fulfilled
- A payment of \$20 is required prior to a duplicate diploma being ordered
 - *Please note, if you have a double degree (e.g. Bachelor of Science and Bachelor of Arts) you must pay for each separate diploma
 - Payments can be made in cash, check or money order made payable to **Board of Regents**
- Photo identification is required with all duplicate diploma requests
- A separate form is required for each request
- Duplicate diploma fees are non-refundable

Diploma Name (e.g. John M. Doe): _____
(i.e. your name EXACTLY as you wish it to appear on your diploma. Use upper and lower case letters, including any accent marks)

Degree: _____ 1st Major: _____ 2nd Major: _____

Degree: _____ 1st Major: _____ 2nd Major: _____

Graduating semester: _____

Enter complete mailing address in the box below. Please print clearly to ensure that your diploma is mailed to the correct address.

OFFICE OF THE REGISTRAR USE ONLY

ID Verified by: _____

Processed by: _____

Date: _____

Amount: \$20.00 Paid: _____