Willmar Campus
Registration Office
2101 15th Ave NW
Willmar, MN 56201
320-222-5971
Registrar@ridgewater.edu

RIDGEWATER COLLEGE

A member of the Minnesota State Colleges andUniversities System

Hutchinson Campus
Registration Office
2 Century Ave SE
Hutchinson, MN 55350
320-222-5971
Registrar@ridgewater.edu

Request for Duplicate Diploma

* Write check or money order payable to "Ridgewater College" for $25 each. * A separate request form is required for each mailing address; missing information will delay processing. *Allow approximately 2-3 weeks for receipt of Diploma. ***If you graduated before 7/1/2012, we are unable to process your request.**	* Mail or email your request to the appropriate campus listed above. * **Diplomas will reflect name at time of enrollment unless official documents are received indicating a name change such as: Marriage or divorce decree and picture ID.** *Allow approximately 2-3 weeks for receipt of Diploma.

Name: _____ SSN or Ridgewater ID: _____

Name while enrolled (if different from above): _____

Street Address: _____

City: _____State: ____Zip Code: _____Phone Number: _____

Degree Awarded:

☐ Certificate
☐ Diploma
☐ Associate of Applied Science (AAS)
☐ Associate of Science (AS)
☐ Associate of Arts (AA)

Program/Major: **Date Awarded:**

_____ _____
Term/Year

I give Ridgewater College permission to release my Diploma to the name and address indicated below:

Student Signature: _____Date: _____

******This must be signed before we can release your diploma.******

Please mail diploma to this address:	**Office Use:**
Name: _____	Updated ISRS: _____
Attention: _____	Date sent: _____
Street: _____	Sent by: _____
City: _____State: ____Zip Code: _____	

Method of Payment (must accompany diploma request):

$25.00 Per Diploma

Pick one: ☐ Cash ☐ Check Enclosed ☐ Visa ☐ MasterCard ☐ Discover

Card Number: _____ Expiration Date: _____Sec. Code: _____

Name of Card Holder: _____ Signature: _____