

Duplicate Diploma Request

Use this form to request an additional copy of your graduation diploma. If you never received your original diploma please contact the Student Records at (847) 543-2015.

Each diploma costs \$15, which must be received prior to processing. Call (847) 543-2061 or go to the Welcome and One Stop Center, Grayslake Campus, Room B114 to submit payment.

Duplicate diplomas may not be an exact copy of your original diploma. Duplicate diplomas have the signatures of the President and Trustees in office at the time of the request.

Name: _____ CLC Student ID#: _____

Student Email: _____@stu.clcillinois.edu Phone: _____

Name to be printed on diploma: _____

Diploma name must be a match or variation of your legal name on file.

Degree or Certificate Earned

- Associate in Arts (13AB) Associate in Science (11AB) Associate in Engineering Science (12AB)
 Associate in Fine Arts (14AA) Associate in Fine Arts in Music (16AB) Associate in General Studies (10AC)
 Associate in Applied Science Degree (A.A.S.) - Title and Plan Code below

Title: _____ Plan Code: _____

- Career Certificate - Title and Plan Code below

Title: _____ Plan Code: _____

Graduation Term: Fall Spring Summer Year: _____

Delivery Option

- Mail To:**

Name: _____

Address: _____

City: _____ State: _____ Postal: _____

- Pick up at the Welcome and One Stop Center, Grayslake Campus, Room B114**

A photo ID is required to all release documents. You will be contacted via phone when your request is ready.

- Myself

- Someone else:

Name: _____ Relationship: _____

Student Signature

Date