PVCC
PIEDMONT VIRGINIA COMMUNITY COLLEGE
Opportunity. Access. Excellence.

Diploma Replacement Form

***Instructions*: Student, please complete form and submit to the PVCC Cashier's Office along with the required fee ($10.00 per replacement). Diplomas replaced as a result of a PVCC error are not subject to a fee.**

Once payment has been received, this form will be forwarded to the Admissions and Advising Center and the replacement diploma will be added to the order for the current semester. Once received, your diploma will be mailed to the address provided on

Business Office Use Only

Please print clearly in black or blue ink.

Current Name:_____
First Middle Last

Current mailing address:_____

_____

Current telephone number: (_____) _____-_____ Number of copies you are requesting: _____

Name at time of graduation: _____
First Middle Last

Student ID number:_____ Original graduation date:_____
(may use SSN) Month Year

Degree Earned:_____

By signing this request for a replacement diploma you are assuring that, to the best of your knowledge, all information provided on this form is accurate. You also agree to pay the $10.00 fee per each replacement ordered—no fee required if PVCC made the error—and the fee is payable by cash or check only. Please remit this form and all payments to the PVCC Cashier's Office during business hours or mail to:

PVCC Cashier
501 College Drive
Charlottesville, VA 22902

Signature:_____ Date:_____

Admissions and Advising Center Use Only

Degree Verified: _____ _____ Diploma Ordered _____ _____ Diploma Mailed _____ _____

8/2010