

Replacement/Duplicate Diploma

Washtenaw Community College - Office of Student Records



STUDENT ID: @00 _____ DATE OF BIRTH: _____ TELEPHONE #: _____
(mm/dd/yyyy)

LEGAL NAME:

(First) (Middle) (Last)

NAME AS YOU WOULD LIKE IT TO APPEAR ON DIPLOMA:

(Full Name)

See page 2 for guidelines and examples on printing a first and/or middle name different than your legal name, also known as preferred name.

ADDRESS: _____
(Street Address)

(City) (State) (ZIP)

GRADUATION DATE: _____ DEGREE/CERTIFICATE: _____
(initial award date) (title of degree/certificate you are requesting)

a separate form is required for each degree/certificate you request

If you are unsure of the date or degree/certificate, please log in to [MyWCC](#) to view your unofficial transcript. If you have forgotten your NetID/Password, you can reset them using a SSN or student ID number. All records from 1981-present are available to view.

PLACE ORDER

_____ Quantity (\$20.00 per copy)

Please **include a copy of your photo ID**
(required for all official transactions)

\$ _____ TOTAL DUE

SIGNATURE: _____ DATE: _____

See page 2 for submission options and process.

FOR OFFICE USE ONLY

Photo ID: _____ Checked for Financial Hold: _____ Mail/Pickup Date: _____ Verified By: _____

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PREFERRED NAME GUIDELINES

Certificates and Diplomas are considered ceremonial documents. Therefore, we can print your preferred name on your certificate or diploma if desired. However, please be aware that using a preferred name on your certificate/diploma may result in rejection, delay, scrutiny, and/or requirements for additional proof of identification associated with your application for employment, licensure, credentialing, visa application, and/or other processes that require verification of your education records. Your legal name will appear on your transcript as that is a legal document.

Some examples of preferred name options for a certificate/diploma can include:

- First name, initial, or an alternate form of first name
 - First name "preferred name" last name - Michael "Mike" Smith
 - First name (preferred name) last name - Michael (Mike) Smith
 - Preferred name last name - Mike Smith
- First name which conforms with the graduates genuine expression of gender identity
- Middle name, initial, or omission of middle name all together
- If you have multiple last names or a hyphenated last name, you can choose to list only one last name

We will not print additional last names or an entirely different last name than what is in our system unless you complete a [legal name change form](#).

HOW TO SUBMIT FORM:

(must bring or attach a valid photo ID)

IN PERSON

Welcome Center
Student Center Building
2nd Floor (SC 203)

FAX

(734) 677-5408
ATTN: Graduation SC 203

EMAIL

degreeworks@wccnet.edu

MAIL

Washtenaw Community College
Graduation SC 203
4800 E Huron River Dr
Ann Arbor, MI 48197

PROCESSING STEPS:

Step 1: Submit form and photo ID using one of the methods above

Step 2: Student Records staff will verify Degree/Certificate

Step 3: You will be notified via phone and/or email to make payment (unless check is included)

Step 4: You can pay in-person, over the phone or mail a check (make checks payable to Washtenaw Community College)

Step 5: Once payment is received your degree/certificate will be mailed to the address listed above (or held for pickup)