



Nashua
Community
College

OFFICE OF THE REGISTRAR

505 Amherst Street
Nashua, NH 03063
Phone: 603-882-6923 Fax: 603-882-8690

REPLACEMENT DEGREE / CERTIFICATE REQUEST FORM

(Please allow 4-6 weeks for delivery)

NAME ON ORIGINAL DEGREE/CERTIFICATE: _____

ID# @ _____

YEAR GRADUATED: _____ DEGREE AWARDED: _____

PAYMENT OPTIONS

*A \$20.00 processing fee must accompany this form.
(For diploma replacements only)*

Cash *Check Charge Card #: _____
(Only MasterCard, Visa or Discover)

Expiration Date: _____ VCode: _____
Last 3 digits on back of card

*** Payable to Nashua Community College**

Do you want us to hold your replacement degree / certificate for pickup? YES NO

MAIL DEGREE/CERTIFICATE TO: _____

Signature: _____ Date: _____

PLEASE NOTE THE FOLLOWING POLICY

If someone other than you will be picking up your degree/certificate, they must bring written authorization from you, as well as a picture ID, to be able to pick up your degree/certificate from our office.