



FLORENCE-DARLINGTON TECHNICAL COLLEGE
DUPLICATE DIPLOMA REQUEST
PO BOX 100548 | FLORENCE, SC 29502-0548

A SEPARATE REQUEST FORM IS REQUIRED FOR EACH PROGRAM OF STUDY.

Print your name as you want it to appear on your diploma.

ID # [ ] [ ] [ ] [ ] [ ] [ ] Name (LAST) (FIRST) (MIDDLE)

Note: A completed Student Name/SSN Change Form and legal proof of name change must accompany any request for diploma name that is different from the name on official FDTC Registrar Records.

Program (select only one): [ ] Associate [ ] Diploma [ ] Certificate
Program Major Career Path
Semester of Completion: [ ] Fall [ ] Spring [ ] Summer Year
Address to which the diploma should be mailed:

City State Zip Code
Home Phone Cell Phone Work Phone
Signature Date

Supply the following information if your graduation date was before May 1985:
[ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ]
MM DD YYYY
Other name(s) used at FDTC:

PLEASE NOTE:

- 1. A proof of your identity, SC DL or SC ID, is required when you submit this form.
2. The cost of a duplicate diploma is \$30. This fee may change without notice. You must pay the fee amount in advance and attach a proof of payment, supplied by the FDTC business office, before this form will be processed.
3. Subject to verification of completion of the certificate, diploma, or degree named above and payment of fees, your diploma will be mailed to you at the address named above within 4-6 weeks of receipt of this request.

MAIL TO: Florence-Darlington Technical College, Registrar's Office ATTN: Graduation, PO Box 100548, Florence, SC 29502-0548

REGISTRAR'S OFFICE USE ONLY

Program ID CUM GPA Honors
Program GPA Semester Completed Date Completed
Semester Conferred Conferred By SIGNATURE AND DATE
Hold (if any)
Notes
Diploma Mailed DATE By INITIALS