# 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 _____

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Supply the following information if your graduation date was before May 1985:

☐☐☐ – ☐☐ – ☐☐☐☐     ☐☐     ☐☐     ☐☐☐☐

MM          DD          YYYY

Other name(s) used at FDTC: _____

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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 $40. 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 _____ By _____

DATE                                      INITIALS