

# Replacement/Duplicate Award Request

## Important Information:

- Submit completed form by clicking the submit button.
- Credentials are mailed to the address that is specified on the form.
- Reissued credentials bear the signatures of the current officials in office.
- Credentials will not be printed if you have financial obligations to YTC.
- A separate request form is required for each program of study.
- Please allow 2-3 weeks after the request form has been received for processing and delivery.

## Name:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
 (List name as it appears on official YTC records)

Please print your name as it should appear on the award.

Print Name (First, Middle, Last, Suffix)

**Please Note: A Student Information Update Form must be completed along with legal proof of name change if the award name differs from the official YTC records.**

## Basic Information:

Degree:     Associate     Diploma     Certificate

Program Major: \_\_\_\_\_

Term Awarded:     Fall     Spring     Summer    Year: \_\_\_\_\_

Date of Birth: \_\_\_\_\_    YTC Student ID or Last 4 digits of SSN: \_\_\_\_\_

## Mailing Information:

Preferred method of delivery (choose one):     Mail     Pick up in person

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**\*\*You must sign the form before your request will be processed.\*\***

Student Signature	Date

### Registrar's Office Use Only

Graduation Verified

Clearance Verified

Program Completed: \_\_\_\_\_ Eligible for Reprint: Yes or No *(circle)*

Semester Completed: \_\_\_\_\_ Date Mailed: \_\_\_\_\_

Date Conferred: \_\_\_\_\_ Mailed By: \_\_\_\_\_