



# Diploma Request Form

**Signature and payment must be made prior to the diploma being released.**

**Thief River Falls**  
 Mail to:  
 Northland Community & Technical College  
 Diploma Requests  
 1101 Highway 1 East  
 Thief River Falls, MN 56701

**East Grand Forks**  
 Mail to:  
 Northland Community & Technical College  
 Diploma Requests  
 2022 Central Ave NE  
 East Grand Forks, MN 56721

Northland is asking you to provide information that includes private and/or confidential information under state and federal law. Northland is asking for this information in order to process this form. You are not legally required to provide the information we are requesting; however, **the college may not be able to effectively process this form without it.**

Are you ordering:     Copy of Diploma (if available) - \$5                       Replacement Diploma (if available) - \$20

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Star ID/Student ID or last four digits of Social Security Number                      Birth Date

\_\_\_\_\_  
 Last Name                      First                      MI                      Prior Name/s

\_\_\_\_\_  
 Street Address                      City                      State/Zip

\_\_\_\_\_  
**E-mail Address** (Required for follow-up)                      Cell Phone                      Home Phone                      Work Phone

\_\_\_\_\_  
 Program/Major                      Years Attended (0000-0000)

Campus attended (Please mark all that apply):     TRF     EGF     Distance Ed

\_\_\_\_\_  
 Signature                      Today's Date

**Make check or money order payable to NCTC. DO NOT SEND CASH.**

<b>Office Use Only</b>	Amount Paid: _____	Initials: _____	Date: _____
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