



KTUC

CONFIDENCE TO PERSEVERE
KENTUCKY TECHNICAL UNIVERSITY
CORPORATION



Diploma Request Form

If you are requesting a duplicate diploma please complete this form and submit the fee
For graduates receiving their first copy of their diploma please complete the Application
for Graduation

Date: _____

Student ID Number: _____ - _____ - _____

Last Name: _____

First Name: _____

Middle Name/Initial: _____

Street Address: _____

City/State/Zipcode: _____

Telephone Number: (____) _____

E-mail Address: _____

Degree Type Earned: _____

Graduation Date: _____

I _____, request a duplicate diploma for the following reasons:

The original diploma was (please check one): _____ Lost _____ Stolen _____ Destroyed

Signature _____

Check one Below:

- I would like to **pick up** my diploma at the Registrar's Office.
- If you are requesting for your diploma to be mailed, please enclose a self-addressed prepaid envelope (U.S. Mail, DHL, FedEx, etc.) with your Diploma Mail Request Form. The prepaid envelope must be at least 9 ¾ x 12 ½ for the mailing of the diploma.