Diploma Request Form

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

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

_____
Signature Today's 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

Make check or money order payable to NCTC. DO NOT SEND CASH.
For credit card payment complete the following:

Amount: _____ ☐ VISA ☐ MasterCard ☐ Discover

Credit Card Number: _____ Credit Card Expiration Date: _____/_____/_____

Name as it appears on credit card: _____

Office Use Only Amount Paid: _____ Initials: _____ Date: _____