Miami Dade College

OFFICE OF ADMISSIONS AND REGISTRATION
PRINTED DIPLOMA REQUEST

Date: _____

Student ID#: _____ Phone Number:

Student Name: _____
Last First Middle

Student Email:

Degree/Diploma Earned: _____ Term Awarded: _____

Degree/Diploma Earned: _____ Term Awarded: _____

Degree/Diploma Earned: _____ Term Awarded: _____

Request submitted to:

☐ North Campus ☐ Kendall Campus ☐ Wolfson Campus
☐ Medical Campus ☐ Homestead Campus ☐ Padrón Campus
☐ Hialeah Campus ☐ West Campus

Number of diplomas requested: _____ Total due: $_____

☐ I choose to receive my diploma by mail.

Mailing Address: _____
Street Address City State Zip Code

_____ I choose to pick up my diploma in person.

Instructions:

1. Submit this form to your campus Admissions and Registration office for verification.
2. Upon review, you will be instructed to take this form to the Bursar's Office and pay the amount due.
3. Bring the form and paid receipt back to the Admissions & Registration office. You will be given your original receipts and a copy of this form.
4. A non-refundable fee of $20.00 is due for each diploma order.
5. Your diploma will be mailed within seven business days.
6. If someone else is picking up your diploma, complete the Authorization for Release of Educational Records Form.

Signature: Date:

FOR OFFICE USE ONLY

Processed by:	Date Printed and Mailed:

SR-MISC

- Gov/state picture ID will be required