



## Diploma Replacement Order Form

Complete reorder form and submit your request with the \$25.00 replacement fee (**cashier's check or money order only**). Requests cannot be honored from those students whose financial and academic records at the college are not in good standing. Return completed form, along with payment and a copy of your driver's license to:

South Plains College  
Admissions & Records Office – Box C  
Attention: Graduation Clerk  
1401 S College Avenue  
Levelland TX 79336

Once all documents have been received, diploma will be mailed out to the address provided.

PRINT YOUR NAME EXACTLY AS YOU WISH FOR IT TO APPEAR ON YOUR DIPLOMA.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

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

Social Security Number: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

(Your social security number is being requested because it is a unique identification number that is maintained for the purpose of assurance that the correct student record is being updated, for tracking purposes and for state and federal report requirements.)

Email Address: \_\_\_\_\_

Use above information to update my contact information at South Plains College.

Degree Received: \_\_\_\_\_

Graduation Date: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_

Paid: \_\_\_\_\_ Cashier's Check/Money Order