



**Metropolitan Community College – Kansas City
Duplicate Diploma Request Form**

Diplomas are mailed within 6 weeks of order. Diploma orders are placed at the end of each month.

There is no charge for a diploma. Due to the Family Educational Rights and Privacy Act (FERPA), students may only request their own diploma.

To request your diploma, please complete and submit this form to:

Student Data Center
Academic Advisors for Progression and Completion
3200 Broadway
Kansas City, MO 64111

Fax: 816/759-1149

Email: metro.datacenter@mcckc.edu

This form may also be submitted in person to any MCC campus Enrollment or Student Services Center.

Student Info:			
_____	_____	_____	_____
First Name	Last Name	Middle Initial	Previous Names
_____		_____	_____
Current Street Address		Student ID (or last 4 of SSN)	Date of Birth
_____		_____	_____
_____	_____	_____	_____
City	State	Zip Code	Daytime Phone Number
_____		_____	
Email Address		Date of Request	
_____		_____	
_____		_____	_____
Signature		Degree Earned	Graduation Date (mm/yyyy)
Send diploma to:			

Name			

Street Address			

_____	_____	_____	
City	State	Zip Code	