



Reading Area Community College

10 South Second Street, PO Box 1706, Reading, PA 19603-1706
610-607-6243 Fax: 610-607-6290

APPLICATION FOR REPLACEMENT OF UNDERGRADUATE DIPLOMA

Use Black or Blue Ink ONLY

- ▶ Please complete the application including signature.
- ▶ Replacement diploma orders are processed on a periodic schedule. Requests are not fulfilled upon receipt and may require several weeks for completion, depending on the institution's current processing cycle.
- ▶ For more information, please contact the Records Office at records@racc.edu or call 610-607-6243.
- ▶ Cost for a replacement diploma is \$25.00, payable to RACC.

RACC ID#: _____ SSN: _____ DOB: _____

FIRST NAME

MIDDLE NAME

MAIDEN NAME(OPTIONAL)

LAST NAME

Month of Graduation: ☐ August ☐ December ☐ May

Year of Graduation: _____

Degree Earned: ☐ Associate in Arts
☐ Associate in Applied Science
☐ Associate in Science
☐ Certificate
☐ Specialized Diploma

Program of Study: _____

Current Address: _____

Phone Number: _____

Date: _____ Signature: _____

OFFICE USE ONLY

DATE RECEIVED _____

DATE MAILED _____

Cashier