



OFFICE OF THE REGISTRAR
3315 University Drive
Bismarck, ND 58504
Ph: 701-255-3285 ext(s) 3101, 3102, 3171
Fx: 701-530-0636 www.uttc.edu/registrar

Request for a Replacement Certificate/Diploma

Hello UTTC Graduate!

Thank you for requesting a United Tribes Technical College (UTTC) replacement Certificate/Diploma. The cost of a replacement Certificate/Diploma is \$25.00 per copy. If you are requesting a replacement Certificate/Diploma for more than one (1) Certificate/Degree, please fill out a separate form for each request.

A \$25.00 per copy payment can be made by enclosing a money order with this form or entering a debit/credit card number below and mail to: **United Tribes Technical College, Registrar Office, 3315 University Drive, Bismarck, ND 58504.**

Complete this form by using the name under which you were registered as a UTTC student.

NOTE: United Tribes Technical College can only process requests for degrees that have been conferred.

Name (on original diploma) _____

Student ID# or Social Security # _____

Year Certificate/Diploma Awarded _____

Major _____

Address _____

City _____ State _____ Zip _____

Email: _____

Phone: _____ Alt. Phone: _____

Signature: _____

Money Order # _____ Amount \$ _____

Check# _____ Amount \$ _____

To pay with credit/debit card, please call our finance office at (701) 255-3285 ext.1314.
Duplicate Certificate/Diploma request will be processed and mailed after payment is received.

Registrar Office Only:

Recorded by: _____ Date Received: _____

Fee Paid: _____ Date Mailed: _____