



CCBC

Request for Replacement Degree or Certificate

Bursar's Office Use Only

Date/Initials _____

Receipt # _____

- \$15 fee for replacement degree or certificate.
- Submit form and payment in person at any campus Bursar's Office or send completed form with payment (check payable to CCBC Bursar) to:

CCBC Bursar
 7201 Rossville Boulevard
 Baltimore, MD 21237

- Requests are processed in approximately seven business days.
- The name on the replacement degree or certificate will be the same as it is recorded in the CCBC student information system at the time it was awarded.

Please print all information clearly.

I am requesting a replacement degree (circle one): **AAS** **AA** **AAT** **AFA** **AS** **ASE**

Program name _____

I am requesting a replacement certificate

Program name _____

Award date _____

First and last name at time of award _____

CCBC ID# _____ **Date of birth** _____

Phone number _____ **Email address** _____

Mail to:

**If this is a new address, submit an official Change of Information form to the Enrollment Services Center or Registrar's office.*

Student name _____

Street address* _____

City _____ **State** _____ **ZIP** _____

Student signature _____ **Date** _____