



900 Lafayette Blvd., Bridgeport, CT 06604
Office of the Registrar

To Whom It May Concern:

Regarding your recent request for a replacement diploma, please send this form and a check, payable to HCC in the amount of \$25.00 to:

Housatonic Community College
Attn: Registrar's Office
900 Lafayette Blvd.
Bridgeport, CT 06604

Upon payment, the College will order your diploma with the next regular diploma order. Diplomas are ordered in May, August and December of each year. You may expect to receive your diploma several weeks after this order is received.

Please complete the student portion of this form and forward with your payment.

Sincerely,
James Connolly
Registrar

To be completed by student:

Banner ID# _____

Last 4 Digits of S.S# _____

Student's name (as it should appear on diploma)

Address

To be completed by Registrar's Office

Degree or Certificate _____

Completion Date _____