

Complete & Return to:

Northcentral Technical College
Student Records
1000 W Campus Drive
Wausau WI 54401-1899

Email: studentrecords@ntc.edu
Fax No: 715.803.1991

NTC DIPLOMA REPRINT REQUEST



DIPLOMAS MAY BE WITHHELD IF OVERDUE OBLIGATIONS
TO THE COLLEGE HAVE NOT BEEN SATISFIED

STUDENT'S SIGNATURE REQUIRED

Date: _____

Your signature authorizes NTC to reprint your diploma as requested.

PLEASE PRINT CLEARLY**STUDENT INFORMATION:**

Identification Information	Student ID	OR	Last 4 of Social Security #	AND	Birthdate
Name	Last	First	Middle	Maiden/Previous Last Names	
Current Address	Number and Street		City	State	Zip Code
Contact Information	Email Address			Daytime Phone Number ()	
Dates of Enrollment List Mo./Yr.	First Enrolled	Last Enrolled	Degree(s) Received and Year		

ADDITIONAL INFORMATION:CLASSES TAKEN PRIOR TO 1995: ☐ Yes ☐ No

GRADUATED OR EXPECTED DATE OF GRADUATION:

☐ May ☐ Aug. ☐ Dec. Year _____**PLEASE CHECK DIPLOMA DELIVERY METHOD:**

Note: A diploma reprint will bear the original date of program completion but will have the signatures of the current administration.
Diploma reprints may take up to two weeks to be processed.

☐ Mail to student's address listed above☐ Pick up at the NTC Wausau campus (photo ID required)**PAYMENT METHOD**

There is a fee of \$10.00 per diploma.

Number of reprints: _____

☐ Credit Card – Payment can be made by calling the Student Finance Office at: 715.803.1443☐ Check – Mail with completed form☐ Cash – Mail with completed form