



NCU Diploma Request

Please Print Legibly:

Name (Please include middle): _____
Last First Middle

Your Address: _____
Street City State Zip

Maiden name or former name: _____ ID#: _____

Social Security Number: _____ -- -- Date of Birth: _____
Month/Day/Year

Phone Number: _____ Dates of attendance at NCU: _____ / _____ to _____ / _____
Month Year Month Year

Print Name as it should read on your Diploma:

Charge for request: \$30 per diploma (*non-refundable*).

One diploma issued per student.

Signature: _____ Date: ____/____/____

IMPORTANT INFORMATION:

- If you have any holds or balances on your account, we will be unable to process your request. If we are unable to process your request due to unpaid balances, unresolved holds, non-payment, or incomplete forms within six weeks after receipt, request will be shred and a new form will have to be submitted for processing.
- Requests will not be processed without payment. We do not accept credit card payments at this time. NOTE: Over-payments of \$5.00 or less will **not** be refunded.

Request should be sent to:

**North Central University
Attn: Registrar's Office
910 Elliot Ave.
Minneapolis, MN 55404**

FOR OFFICE USE ONLY:	
Date Received: ____/____/____	Amount Paid: \$ _____
Date Processed: ____/____/____	Processed By: _____