

## **Request for Replacement of Diploma**

Email completed form to: <a href="mailton@icci.edu.ky">melisa.hamilton@icci.edu.ky</a> or drop off form at the Registrar's Office. Kindly attach a copy of your PICTURE ID as proof of identification.

Note: <u>Cost of diploma replacement is \$60.00 CI</u>. Pre-payment is required via cash, check, Visa, or MasterCard. Please note that replacement diplomas are not issued due to an individual's name change. <u>Processing time 2 - 3 weeks.</u>

Request Date	_	
Student's Last Name	First	
Name on Diploma		
Current Address		
Telephone		
Email Address		
Dates of Enrolment: From	To	
Date of Graduation:		
Degree (please tick one): AS BS MS MBA REASON FOR REPLACEMENT: Lost □ Stolen □		
Student Signature Date		
FOR Financial Clearance: Payment Receipt #: Ro OFFICE USE: Ro		Date: