



MCTC Request for Replacement Award

Degree, Diploma or Certificate.

First Name _____

Middle Initial _____

Last Name _____

Student ID number _____

Please list any former names under which your records may be kept _____

Current Address/Phone (this information will be used to update your student record):

Street _____

City _____

State _____

Zip _____

Phone _____

Please select the college(s) attended:

____ Minneapolis Community and Technical College (1996 to present)

____ Minneapolis Community College (prior to 1996)

____ Minneapolis Technical College/Minneapolis Technical Institute (prior to 1996)

Approximate date you earned your award: _____

Please select the award(s) earned for which are requesting a replacement copy:

____ Associate in Arts (A.A.)

____ Associate in Science (A.S.)

____ Associate in Applied Science (A.A.S.)

____ Diploma

____ Certificate

Major: _____

Important:

- The name that is currently on your student record will be used on your replacement award. To change the name on your student record, official documentation of the legal name change is required.
- Awards are printed off-campus three times a year (usually in February, July and September); therefore, you may not receive your replacement award for several months.
- An official transcript may suit your purposes. To order an official transcript, please visit www.minneapolis.edu.
- If you earned a certificate for NURSING ASSISTANT or TRAINED MEDICAL ASSISTANT, you will need to contact the MN Dept of Health for certification information. MCTC is unable to duplicate these awards.

Return completed form to: MCTC Office of the Registrar
1501 Hennepin Ave
Minneapolis, MN 55403

Student Signature _____

Date _____