



CERTIFICATE / DIPLOMA REPLACEMENT REQUEST

A replacement certificate/diploma is not an exact copy of the original. It includes the college seal, the signature of the current president, and is notarized. **A fee of \$10.00 is charged for each certificate/diploma.**

MLC ID: _____
(last six digits)

*If you do not know your ID,
please provide your SSN: _____ / _____ / _____ and/or date of birth: _____ / _____ / _____

Last Name First Middle Former or Maiden Name

Address City State Zip Code

Email Address Home Phone Cell Phone

Dates of attendance: _____ to _____

Send replacement certificate/diploma to:

_____ Address above OR (Print complete address below.)

Signature Required – use legal name only

Date

Checks are payable to Martin Luther College and sent to: Martin Luther College
Records Office
1995 Luther Court
New Ulm, MN 56073

Certificates/diplomas are sent by U.S. mail. Normal processing time is one week. Express shipping is available for an additional charge. All holds must be cleared before a certificate/diploma is issued. To clear financial holds, contact the Financial Services Department.