



Replacement Diploma Order Form

The Office of Registration and Records

Name exactly as you would like it appear on the diploma:

The name on your diploma must match the name in your official record. If there has been a change in your first or last name, please attach documentation such as a court order, marriage certificate or copy of a state or federally issued ID.

All replacement diplomas are issued in 11” x 14” format and bear the name “Capitol Technology University” as the institution was renamed from “Capitol College” in 2014.

Student ID #:	Year of Graduation:
Degree:	Major:
E mail address:	Daytime Phone:

Mail my diploma to the following address:

Address:		
City:	State:	Zip Code:
Signature:		

The fee for a replacement diploma is \$75.00. Payment must be received before the diploma is ordered. The Business Office accepts credit card information via phone at 301-369-2318 or check/money orders made payable to Capitol Technology University. Please allow four to six weeks for processing.

Please complete and submit this form to:
The Office of Registration and Records
registrar@captechu.edu