

# DIPLOMA RE-ORDER FORM

Please **COMPLETE** and **RETURN** to the **OFFICE OF THE REGISTRAR**.

Social Security # or PID # \_\_\_\_\_

Full Name (Last, First, Middle) (as it appears in our records) \_\_\_\_\_

Phone No. \_\_\_\_\_

Alternate Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code \_\_\_\_\_

**\*Please Print your name Exactly as it will appear on your diploma. (Name, order, capitalization, and accents must be clear)\***

PLEASE SPECIFY GRADUATION DATE AND DEGREE/CERTIFICATE:

Date of Graduation: \_\_\_\_\_

Check one:  Associate of Arts  Associate of Science  Associate of Arts in Teaching

Associate in Applied Science  Certificate

Major: \_\_\_\_\_

1. There is a non-refundable fee of \$10.00.
2. Diplomas are not mailed. Must be picked up at Ft. McIntosh Campus only.
3. Replacement diplomas will bear the signatures of current college officials.
4. Once the request and payment is received, processing time for diploma re-order is approximately one to two weeks. Requests that are received during the end of the semester will be delayed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please pay \$10.00 processing fee at BURSAR'S OFFICE: Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Ordered Date: \_\_\_\_\_

Processed by: \_\_\_\_\_

Notes: