

**AUGUSTA TECHNICAL COLLEGE
REQUEST FOR DIPLOMA**

Complete this form to request a copy of your Degree, Diploma, or Technical Certificate of Credit.

Processing Time is 2 – 4 weeks

You may return the completed form to the Office of Student Records or email to student.records@augustatech.edu.

IMPORTANT:

- If you are currently enrolled in courses to complete your credential, the processing time for your diploma request cannot begin until after grades have been posted for the term.
- The duplicate diploma fee is \$25 per duplicate credential requested.
 - Processing of duplicate diploma requests cannot begin until after the duplicate fee is paid.
 - All credentials awarded prior to January 1992 are considered duplicate diplomas.
 - The duplicate fee can be paid in Student Accounts in the 100 building or in the Campus Store.
- Diplomas for pickup will only be held for 30 days before they are mailed to the address provided.

NAME: _____ **SSN/STUDENT ID:** _____

EMAIL: _____ **PHONE NUMBER:** _____

MAILING ADDRESS:

STREET: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PROGRAM OF STUDY: _____

Specialization if Applicable: _____

CHECK ONE: Degree Diploma Certificate

2nd PROGRAM OF STUDY: _____

Specialization if Applicable: _____

CHECK ONE: Degree Diploma Certificate

I WILL PICK UP MY DIPLOMA (You will receive a phone call when your credential is available for pickup.)

_____ Augusta _____ Grovetown _____ Thomson _____ Waynesboro

MAIL MY DIPLOMA TO THE ADDRESS ABOVE

SIGNATURE: _____ **DATE:** _____