



**REQUEST FOR DIPLOMA**  
**FOR NON-PARTICIPANTS**

To request that your degree/diploma/certificate be ordered, please submit this form to the Office of Student records at the Augusta location or the Office of Admissions at the Grovetown, Thomson, or Waynesboro locations.

NAME: \_\_\_\_\_

SSN/STUDENT ID: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PERSONAL EMAIL: \_\_\_\_\_

PROGRAM OF STUDY: \_\_\_\_\_

CHECK ONE:  Degree  Diploma  Certificate

2<sup>nd</sup> PROGRAM OF STUDY: \_\_\_\_\_

CHECK ONE:  Degree  Diploma  Certificate

I WILL PICK UP \_\_Augusta \_\_Grovetown \_\_Thomson \_\_Waynesboro

Please mail my diploma.

**MAILING YOUR CERTIFICATE:** While you may request that we mail your diploma, all students are **strongly encouraged** to pick up their diplomas in person, if possible. Please note that Augusta Technical College **IS NOT** responsible for degrees/diplomas/certificates that are lost or damaged in the mail.

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The duplicate diploma fee is \$25. All credentials awarded greater than two years prior to the request are considered duplicate diplomas.

You will be contacted when your degree/diploma/certificate is available for release.