

General Information:

Replacement diplomas are available to students for a charge of \$10 per copy. Please remit payment with this form. Once payment is secured, this request will be forwarded to the Graduation Specialist for processing. Note: This request may take up to 6 weeks for processing.

Instructions:

- 1. Fill out this form completely.
- 2. Fax or mail form to Admissions Office at 4015 Avenue Q, Galveston, TX 77550 or 409-944-1501.
- 3. Mail payment (\$10 per diploma copy) with form or call the Business Office at 409-944-1362 to pay with credit card by phone.
- 4. Students may contact the Office of Admissions at 409-944-1230 for the status of the replacement diploma request.

Please Complete the Following Information:

Term of Graduation: □ Fall	□ Spring		r I 🗌 Sumr	mer II Year:	
Student Name:	Student ID or SS #:				
Name for Diploma:		Middle Na	ne	Last Name	
Mailing Address:	City			State	Zip Code
Contact Telephone:	Email Address:				
Degree/Certificate (circle):	AA A	AS A	S AAT	Certificate	
Program of Study:					
Student Signature:			Date	:	
(For Office Use Only)					
Graduation Date:	Staff Verification Initials: Diploma Mailed:				
Notes:					