Galveston College
REQUEST FOR REPLACEMENT DIPLOMA

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 ☐ Summer I ☐ Summer II Year: _____

Student Name: _____ Student ID or SS #:_____

Name for Diploma: _____
First Name Middle Name Last Name

Mailing Address:_____
Street/P.O. Box # City State Zip Code

Contact Telephone: _____ Email Address: _____

Degree/Certificate (circle): ☐ AA ☐ AAS ☐ AS ☐ AAT ☐ Certificate

Program of Study**:** _____

Student Signature: _____ Date: _____

(For Office Use Only)

Graduation Date: _____ ***Staff Verification Initials:*** _____ ***Diploma Mailed:*** _____

Notes:_____