



**ALBANY**  
Technical College

1704 S. Slappey Blvd. Albany, Georgia 31701 Tel# (229) 430-5281 Fax (229) 430-6180

**REQUEST FOR REPRINT OF DEGREE, DIPLOMA OR CERTIFICATE**

*\*\*\*\*\*Please print the following information\*\*\*\*\**

\_\_\_\_\_ *I prefer to pick up my degree, diploma or certificate at the Office of the Registrar.*

\_\_\_\_\_ *Mail to mailing Address(es) below:*

*Name Used on Official Record(s):* \_\_\_\_\_

*SSN # or Student ID#* \_\_\_\_\_

*Date of Birthday* \_\_\_\_\_

*Mailing Address* \_\_\_\_\_

*(city, state, zip code)* \_\_\_\_\_

*Program of Study:* \_\_\_\_\_

*Award Received:*  
*(Degree, Diploma, TCC)* \_\_\_\_\_

*Graduation Date:* \_\_\_\_\_

*Day Time Phone #:* \_\_\_\_\_

*Please include a \$25.00 money order, cashier's check, or you can pay by credit card (229) 430-3057*  
**Allow 2 – 3 weeks for processing time for each reprint.**

Albany Technical College  
Registrar Office  
1704 S. Slappey Blvd.  
Albany, Georgia 31701  
Tel# (229) 430-5281 Fax (229) 430-6180

**STUDENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_