

1704 S. Slappey Blvd. Albany, Georgia 31701 Tel# (229) 430-5281 Fax (229) 461-4151

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) 461-4151	
STUDENT SIGNATURE DATE	