

# Duplicate Diploma Request Form

Georgia Institute of Technology

## PERSONAL INFORMATION

Legal Name: \_\_\_\_\_

PRINT FULL LEGAL NAME WHEN ENROLLED

Diploma Name: \_\_\_\_\_

PRINT NAME TO APPEAR ON DIPLOMA

GTID or SSN: \_\_\_\_\_

IF SSN, LAST 4 DIGITS ONLY

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Phone Number: \_\_\_\_\_

Male / Female: \_\_\_\_\_

Email Address: \_\_\_\_\_

## DEGREE INFORMATION

Degree Name: \_\_\_\_\_

(For Example: Bachelor of Science in Architecture)

Date Degree Received: \_\_\_\_\_

**Undergraduate Degrees:** Enter your degree designator, if applicable: \_\_\_\_\_

(Cooperative Plan, International Plan, Regional Engineering Program)

Did you receive Honor, High Honor, Highest Honor? \_\_\_\_\_

Check here to pick up diploma in person (PHOTO ID REQUIRED)

Check here to have your diploma mailed to the address below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## FEES AND MAILING INSTRUCTIONS

There is a postage fee for mailing the diploma. If your diploma should be mailed by regular, first-class mail, the fee is \$2.50. If your diploma should be sent by registered mail (required of all diplomas sent overseas or to a business address), the fee is \$10.00. All postage fees are non-refundable.

**We cannot accept cash. Please submit a check or money order payable to Georgia Tech.**

**Amount Enclosed:**

Diploma Fee: \_\_\_\_\_ \$26.00

Mailing Fee: (\$2.50 or \$10.00) \_\_\_\_\_

Total Amount Enclosed: \_\_\_\_\_

Only students who have graduated from Georgia Tech can request a copy of their diploma. Requests by other parties cannot be honored. It normally takes 8 – 10 weeks for diplomas to come back from our engraver. We try to place an order monthly. We appreciate your patience.

**Please mail your request to:**

Georgia Institute of Technology  
Registrar's Office - Degree Certification  
Atlanta, GA 30332-0315

.....  
**DO NOT WRITE BELOW THIS LINE**

**Date Requested:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Amount Enclosed:** \_\_\_\_\_