

## Diploma Replacement Form

- Read and follow the instructions of the back of this form.
- Only graduates may request replacement/duplicate diplomas.
- There is a \$25.00 fee for each diploma ordered for replication/duplication.

### Please Print Clearly

#### STUDENT INFORMATION

GPC-ID \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (8 am - 5 pm) ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

#### DIPLOMA INFORMATION

This request is for a:                       Replacement Diploma                       Duplicate Diploma

Name under which you were registered at the time of graduation if different from above:

\_\_\_\_\_ Last First Middle

Degree Earned: \_\_\_\_\_ Major: \_\_\_\_\_

State the reason for this request:

(If request is for a name change, documentation must be provided (marriage certificate, court documents, etc.)

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

The above information is true and correct, and I am the person named above who received the degree for which a replacement/duplicate diploma is requested.

Signature of Graduate \_\_\_\_\_

Date \_\_\_\_\_

**Please allow 6 to 8 weeks for processing. You will be notified by mail at the address above when the diploma is ready.**

#### Office Use Only:

Date \_\_\_\_\_ Receipt# \_\_\_\_\_ Amount Paid \_\_\_\_\_

Staff Initial \_\_\_\_\_ Holds:  Yes     No

Date Ordered \_\_\_\_\_ Date Notified \_\_\_\_\_ Date Mail/Pick-up \_\_\_\_\_

# Georgia Perimeter College DIPLOMA REPLACEMENT FORM

Please follow these instructions carefully:

1. Complete and sign the Diploma Replacement Form in blue or black pen.
2. Submit the Diploma Replacement Form to an Enrollment and Registration Services office in person or mail the form to a campus office or the Alpharetta Site location:

Clarkston campus:

Enrollment and Registration Services  
Georgia Perimeter College  
555 North Indian Creek Drive  
Clarkston, GA 30021

Decatur campus:

Enrollment and Registration Services  
Georgia Perimeter College  
3251 Panthersville Road  
Decatur, GA 30034

Dunwoody campus:

Enrollment and Registration Services  
Georgia Perimeter College  
2101 Womack Road  
Dunwoody, GA 30338

Newton campus:

Enrollment and Registration Services  
Georgia Perimeter College  
239 Cedar Lane  
Covington, GA 30014

Alpharetta Site:

Enrollment and Registration Services  
Georgia Perimeter College  
3705 Brookside Parkway  
Alpharetta, GA 30022

3. If submitting the form in person, pay the \$25.00 non-refundable processing fee at a campus Student Financial Services Office. Students mailing in the Diploma Replacement Form must include a check/money order made out to Georgia Perimeter College. If payment needs to be made online, please contact a campus Student Financial Services Office prior to mailing in the form.
4. Please allow a minimum of 6 to 8 weeks for processing depending on the timing of submission of the Diploma Replacement Form. You will be notified by mail at the address provided on the form when the diploma is available.
5. Special arrangements must be made with the Campus Registrar/Assistant Registrar for mailing the diploma to the recipient or releasing the diploma to someone other than the person listed on the form.
6. An incomplete Diploma Replacement Form or unpaid replacement fee will delay processing.