



Texas College
Office of the Registrar

DIPLOMA REPRINT FORM

Print out or complete this form, using your full name under which you were registered as a student. If you chose to mail this Diploma Reprint Form, with a cashier's check or money order in the amount of \$50.00 made payable to Texas College.

****Please note: Duplicate and /or reissued diplomas are printed with the current President's name and the current Academic Dean's name.***

If the original diploma name is different from your current name, and if you want the duplicate diploma issued in your current name, you must also submit two forms of identification indicating your previous name and new name so that your permanent record can be changed to your current name.

Mail to:

**Texas College
ATTN: DIPLOMA REPRINT
2404 N. Grand Ave.
Tyler, TX 75702**

Note to Students: Orders will **NOT** be processed if there are financial holds on our account. Diplomas are only printed at our graduation time in May. All reprints will be processed and dispatched by USPS Certified Mail and will require a signature.

Name (on Original Diploma): _____

Requested (NEW) Diploma Name: _____

Date of Birth: _____ Social Security Number: _____

Year Degree Awarded: _____ Degree Received: _____

Mail Diploma to (Current Name): _____

Street: _____

City: _____ State: _____ Zip: _____

Current Phone: _____ Email: _____

Student Signature (REQUIRED): _____

Date: _____

OFFICE USE ONLY

Processed by: _____

Date: _____

Mailed by: _____

Date: _____