



DIPLOMA REPRINT REQUEST FORM

Name: _____ Student Number: _____

Term and Year Graduated: _____

Attendance Dates: _____

Phone: _____ Email: _____

If you had **more than one** degree or certificate, please list each* to be reprinted:
(*\$10 diploma fee will be charged for each item printed)

Mailing Address:

Street City State Zip

Diplomas are printed only at the written request of the student. All financial obligations to GSCC (tuition, fees, fines) **must** be fulfilled before diploma can be printed.

The diploma fee of \$10 for **each** degree or certificate must be paid prior to printing.

Please contact the Business Office to have the diploma fee charged to your student account:
256-549-8612 or businessoffice@gadsdenstate.edu.

To pay your diploma fee online, login to One ACCS, click Student > Student Landing > Make a Payment. Former Students: Click on Admissions & Aid > Tuition Rates & Info > How Do I Make Payment > How Do I Make an Internet Payment > Former Students. Once payment is made, please mail or e-mail this request along with proof of payment to the Records office.

records@gadsdenstate.edu

Gadsden State Community College

P. O. Box 227

Gadsden, AL 35902

Phone: 256-549-8210

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Graduation Date: _____ Date Mailed: _____