



# Diploma Reprint Request

(TWO WEEKS TO PROCESS REQUEST)

Name: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

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

Student ID#: \_\_\_\_\_

OR Date of Birth: \_\_\_\_\_ AND Last 4 of SSN: \_\_\_\_\_

DIPLOMA REPRINT #  x \$10/DIPLOMA =  Diploma covers can be purchased through the Bookstore  
TOTAL TOTAL

TERM AND YEAR OF GRADUATION:  FALL  SPRING  SUMMER \_\_\_\_\_  
GRADUATION YEAR

**CHECK ONE:**

- Please **HOLD** my diploma reprint for pick up in the Admissions Office.
- Please **MAIL** my diploma reprint to the following address:

\_\_\_\_\_  
STREET NUMBER STREET NAME

\_\_\_\_\_  
CITY STATE ZIP CODE

**WAYS TO SUBMIT PAYMENT:**

Payment may be called in to the Business Office (850) 769-1551 x 3879 or paid in person in the Administration Building. **A RECEIPT MUST ACCOMPANY REQUEST.**

**WAYS TO SUBMIT REQUEST:**

1. In person at the Enrollment Services Office with proof of payment from the Business Office.
2. FAX this completed form with a legible COLOR copy of your photo ID bearing signature and proof of payment from the Business Office to 850-913-3308.
3. Email this completed form with a legible COLOR copy of your photo ID bearing signature and proof of payment from the Business Office to [GCSCGRADUATION@gulfcoast.edu](mailto:GCSCGRADUATION@gulfcoast.edu)
4. Mail this completed form with a legible COLOR copy of your photo ID bearing signature and payment in the form of check or money order payable to Gulf Coast State College to:

ENROLLMENT SERVICES  
ATTN: GRADUATION SPECIALIST  
5230 W HWY 98  
PANAMA CITY, FL 32401

**FOR OFFICE USE ONLY**

SHADEGR Verified  Degree Earned \_\_\_\_\_ Receipt Attached  ID & Identity Confirmed

# of Reprints REQUESTED  # of Diploma(s) PRINTED  Diploma MAILED  or PICKED UP

Reprint completed by \_\_\_\_\_ DATE  
EMPLOYEE SIGNATURE