DIPLOMA/CERTIFICATE REORDER FORM

(Only graduates may request replacement/duplicate diplomas)

There is a $25.00 fee for each request. Payment can be made by check or money order made payable to Atlanta Metropolitan State College. This form can be mailed with payment to:

Office of the Registrar
Atlanta Metropolitan State College
1630 Metropolitan Parkway, SW
Atlanta, Georgia 30310

or in person with the Office of Student Accounts. Contact at 4047564359 or student_accounts@atlm.edu

Please Print Clearly:

Name:_____
First Middle Last

AMSCID: _____ Date of Birth:_____

Degree Earned:_____ Major:_____

Name as it should appear on certificate/degree:

_____
First Middle Last

Contact information:

Address:_____
Street address and apartment or unit number if applicable

_____ _____ _____
City State Zip

Email:_____ Phone:_____

In order to document the replacement/duplication of a diploma, please state the reason for this request.

(List any names previously used at AMSC that are not listed above)

_____

_____

_____

_____

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

_____ _____
Signature of Graduate Date

Please allow 6 to 8 weeks for processing. You will be notified by email and/or text message with the information above when your request is processed. Diplomas/Certificates will be mailed to your contact address above.