



Replacement Diploma/Certificate Request

Social Security #: _____ Date of Birth: _____

Phone Number: _____ Email: _____

Legal name while attending WTC:

Last Name First Name Middle Name Suffix

**If your name has changed and you wish to have your current name on the diploma/certificate, you must provide us with a copy of your social security card to update your file.

Type of Degree: _____ Major: _____
(AA, AS, AAS, AAT, Cert)

Graduation Date: _____
(MM/YYYY)

Although the original date of graduation will be shown, the signatures will be that of the current administration; i.e., president, dean, etc.

Diploma/Certificate Mailing and Pick-up Information		
Pick-Up in Office (Free)	Ship Domestic (+\$10.00)	Ship International (+\$50.00)
Name: _____		
Street Address: _____		City: _____
State: _____	Postal Code: _____	Country: _____

ACKNOWLEDGEMENT AND SIGNATURE	
The cost is \$15 per diploma/certificate ordered (plus applicable mailing costs identified above). Orders are not processed until full payment is received. We accept credit and debit cards. To make payments, call (325)574-7610.	
Send completed order form (and SSN card if applicable) via postal mail, e-mail (asst_reg@wtc.edu), fax: (325)574-6524, or deliver in person to: Registrar, Western Texas College, 6200 College, Snyder, TX 79549.	
Student Signature: _____	Date: _____