



Office of the Registrar  
ABAC 7, 2802 Moore Hwy  
Tifton Georgia 31793-2601  
Telephone: 229-391-5007  
Fax: 229-391-5301

## Request for a Replacement Diploma

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name as it appears on our records, if different: \_\_\_\_\_

ABAC ID# or SSN: \_\_\_\_\_

Date of graduation: \_\_\_\_\_

Current mailing address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

### **Please check the category that best describes your request:**

\_\_\_\_ For students requesting a replacement or duplicate diploma who graduated less than one year ago the replacement fee is **\$20.00** per diploma.

\_\_\_\_ For students requesting a replacement or duplicate diploma who graduated more than one year ago the replacement fee is **\$50.00** per diploma.

Should you choose to pay by debt or credit card there will be an additional \$3.00 card processing fee added to the replacement fee. Please contact the Student Financial Services Office at 229-391-4910 OR you may enclose your payment along with this request and submit by mail to the above address.

Once the diploma request and payment has been received, it will be processed within 7 business days.

Signature of the Student:

\_\_\_\_\_ Date: \_\_\_\_\_