



# Diploma Reprint Request

A valid photo ID must be presented or a copy attached when submitting this form in person, by mail, by Email, or via fax.  
Diplomas are not released to any student with a Business Office hold.

## Step 1: Student Information

Date: \_\_\_\_\_ SSN/Student ID: \_\_\_\_\_

Full Name When Attending UA-PTC: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Did you attend UA-PTC before 1991? Yes No

Graduation year: \_\_\_\_\_

Degree(s) earned: \_\_\_\_\_

Print clearly the name you wish to be printed on your diploma:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

If my contact information (including email, address, phone number) on file is different from this form, I agree for my information to be updated. \_\_\_\_\_ (Initial)

**Step 2: Delivery Method:** Choose **one** method of delivery. **One** request form per mailing address is required.

☐ **Mail**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

☐ **Pick Up**

☐ I will pick up the document(s).

☐ Allow my document(s) to be picked up by:

(name) \_\_\_\_\_

A valid photo ID must be presented by anyone picking up document(s).

Documents not picked up within two weeks will be mailed to the address provided above

**Student Signature:** \_\_\_\_\_

For Office Use Only

Received By: \_\_\_\_\_ ID verified \_\_\_\_\_