



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 _____
