

Type the information (except the signature) on your computer by using the hand tool and clicking in one of the form field below.



**Office of the Registrar**  
**1235 15<sup>TH</sup> STREET, AUGUSTA, GA 30901**  
**Phone: 706- 821-8311 Fax: 706 – 821-8398**

### DUPLICATE DEGREE REQUEST

Print Name: (First, Middle, Last)		Date of Birth:	
All Previous Name(s):		Social Security#:	
Signature ( <b>REQUIRED</b> )		*Today's Date:	
<i>An original signature is required to process you degree order</i>			
<b>METHOD OF PAYMENT: Money Order; VISA; or MasterCard <u>ONLY</u> (Credit Card payment can be made over the phone at: (706) 821-8317). NO PERSONAL CHECKS ACCEPTED.</b>			
<b>General Information About Reordering Your Degree:</b> <b>NAME CHANGES:</b> Degrees will <u>only</u> be ordered in the name on record at the time of your graduated from Paine. <ol style="list-style-type: none"> <li>1. <b>Payment must be made at the time of order. Reordering Fee is \$50.00.</b></li> <li>2. Degrees are <b>ONLY</b> ordered once a year. Therefore, all orders must be placed by <b>March 1<sup>st</sup></b> of each calendar year in order to receive the degree in time for the current year's <b>regular graduation</b>.</li> <li>3. Degrees will be sent 1<sup>st</sup> Class Mail. The college assumes no responsibility for final delivery.</li> <li>4. <b>Duplicate degrees will bear the signatures of current College Officials.</b></li> <li>5. It is the student's responsibility to furnish a correct and complete address.</li> <li>6. Your original signature must be included on this request. Computer generated signatures are not valid.</li> </ol>			
<b>Provide all the information requested below to ensure prompt processing of your request.</b>			
Print Your Current Street Address:			
City:		State:	Zip Code:
*Phone #		*Print your e-mail address	
<i>*In case we need to contact you with questions about your request.</i>			
<b>STUDENT'S PERSONAL DATA</b>			
Name on Record While Enrolled:		Address:( <i>optional</i> )	
Degree Received: <input type="checkbox"/> B.S. <input type="checkbox"/> B.A. Major:		Graduation Date:	

#### PROCESSING INFORMATION FOR DUPLICATE DEGREE

Business Office Receipt #: \_\_\_\_\_ Received on: \_\_\_\_\_

Duplicate Degree Ordered on: \_\_\_\_\_ Duplicate Degree Rec'd: \_\_\_\_\_

Degree Mailed on: \_\_\_\_\_ UPS Tracking # \_\_\_\_\_

**\*All Degree Orders placed after March 1<sup>st</sup>, of the current year will not be processed until March of the following year.**