

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 15TH 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 (REQUIRED)		*Today's Date:	
<i>An original signature is required to process you degree order</i>			
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.			
General Information About Reordering Your Degree:			
NAME CHANGES: 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"> 1. Payment must be made at the time of order. Reordering Fee is \$50.00. 2. Degrees are ONLY ordered once a year. Therefore, all orders must be placed by March 1st of each calendar year in order to receive degree within that year. 3. Degrees will be sent 1st Class Mail. The college assumes no responsibility for final delivery. 4. Duplicate degrees will bear the signatures of current College Officials. 5. It is the student's responsibility to furnish a correct and complete address. 6. Your original signature must be included on this request. Computer generated signatures are not valid. 			
Provide all the information requested below to ensure prompt processing of your request.			
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>			
STUDENT'S PERSONAL DATA			
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 1st, will not be processed until March of the following year.**