



Petition for Reprint of AA / AS /AD-T Degree or Certificate

Read and initial the information below before completing application. Check for accuracy before submitting.
Please allow 5-10 business days for processing.

1. _____ I understand there is a \$15.00 fee for each degree/certificate to be reprinted, which must be paid in full prior to processing reprints.
2. _____ I understand that all holds and fees must be cleared before my request will be completed.
3. _____ I understand SCC may require more documentation be made available to them prior to issuing a reprint.

I hereby request a reprint of my **AA degree** **AS degree** **AD-T degree** **Certificate** (refer to SCC transcripts for degree type and title)

Degree Awarded in: **Summer** **Fall** **Spring** **20** _____ (YEAR)

(Required) **SCCID:** _____

Last Name in System: _____ **First Name in System:** _____ **MI** _____

DOB: _____ - _____ - _____ **Phone:** (_____) _____

Email: _____

Full name as you wish for it to appear on your degree (PRINT CLEARLY)

Mailing address to receive diploma

City

State

Zip

<u>Title of Degree to be Reprinted</u>		<u>Office Use Only</u>
1.	A.A./A.S./ADT	
2.	A.A./A.S./ADT	
3.	A.A./A.S./ADT	

<u>Title of Certificate to be Reprinted</u>		<u>Office Use Only</u>
1.		
2.		

I certify that the information contained in this application is true and accurate to the best of my knowledge.

X _____
Student Signature Required

FOR OFFICE USE ONLY	
Verify degree/cert was awarded in Banner: Yes <input type="checkbox"/>	No <input type="checkbox"/> (initial)
Posting \$15.00 per reprint of degree/cert: Entered in Banner _____(Initial) _____(date)	
<input type="checkbox"/>	Mailed _____(Initial) _____(date)
<input type="checkbox"/>	Picked up by student _____(Initial) _____(date)