



Office of the Registrar

Diploma Replacement Request

INSTRUCTIONS:

Complete the form and include the \$15.00 charge for each diploma. Please mail the form a check or money order to the address below. For credit card payments, please contact Student Accounts at 843-349-5310.

PLEASE NOTE THE FOLLOWING INFORMATION:

1. The duplicate diploma will reflect your official graduation date and degree/diploma/certificate earned.
2. If you are requesting a diploma with a name other than the one originally issued, you must complete a Name/Address Change Form along with your Diploma Replacement Request and a copy of your Social Security Card with proof of name change. Please contact the office to request a Name/Address Change form at registrar@hgtc.edu.
3. The duplicate diploma will bear the signatures of the current College President and Board Members.
4. It will take approximately 2 to 3 weeks to process your request.

Please note: *Diplomas are mailed in an oversized envelope with cardboard and typically do not fit into the standard-size mailbox.*

Name: _____

Student ID or Last 4 digits of your Social Security Number: _____ Date of Birth: _____

Degree/Certificate Received: _____ Date or Semester: _____

Number of Diplomas Requested: _____

() Hold diploma for pickup. Please call me at () _____ - _____

() Mail the diploma to:

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Student Signature: _____ Date: _____

Student Accounts Signature: _____ Date: _____

Return this form to: Horry Georgetown Technical College, Registrar’s Office, PO Box 261966, Conway, South Carolina 29528-6066

Questions: Please contact the Registrar’s Office at Registrar@hgtc.edu.

Registrar’s Office Use: _____ Date: _____