



# TECHNICAL COLLEGE DUPLICATE DIPLOMA FORM

Diploma will be:

- Picked up by me
- Picked up by designated person (ID required)
- Mail via US Mail

**Please Print Clearly**

**All Blanks Must Be Completed**

*Student Name (Last, First Middle) <input style="width: 90%;" type="text"/>		*Social Security # (last 4 digits) XXX-XX- <input style="width: 10%;" type="text"/>
*Street Address <input style="width: 90%;" type="text"/>		*Phone Number <input style="width: 10%;" type="text"/>
*City <input style="width: 20%;" type="text"/>	*State <input style="width: 10%;" type="text"/>	*Zip Code <input style="width: 10%;" type="text"/> E-mail <input style="width: 60%;" type="text"/>

Program of Study <input style="width: 80%;" type="text"/>	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Attended <b>FROM</b> <input style="width: 40%;" type="text"/>	Date Attended <b>TO</b> <input style="width: 40%;" type="text"/>

(If unknown, use approximate dates)

**Duplicate Diploma's are \$10.00 each. Must be pre-paid to process.**

We accept **only** Discover, Mastercard and Visa



Credit Card Number <input style="width: 20%;" type="text"/>	Expiration Date (MM/YY) <input style="width: 15%;" type="text"/>	3 Digit Code (from back of card) <input style="width: 10%;" type="text"/>
Total number of Transcripts requested? <input style="width: 5%;" type="text"/>	Amount Paid <input style="width: 10%;" type="text"/>	<b>Cardholder's Signature</b> <input style="width: 75%;" type="text"/>

Picked Up

Person designated to pick up transcript (ID required) <input style="width: 90%;" type="text"/>
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Mailed To:

Name/School/Organization <input style="width: 90%;" type="text"/>		
*Street Address <input style="width: 90%;" type="text"/>		
*City <input style="width: 20%;" type="text"/>	*State <input style="width: 10%;" type="text"/>	*Zip Code <input style="width: 10%;" type="text"/>

\_\_\_\_\_  
**\*Signature of Student**

\_\_\_\_\_  
**\*Date**

\*Required Fields

**Allow 30 Days Process Time**

Please Mail, Fax, or E-mail Diploma Request To:

Duplicate Diploma Request  
 13944 Airline Highway  
 Baton Rouge, LA 70817  
 Phone: (225) 752-4233  
 Fax: (225) 756-0903  
 E-mail: reception@iticollege.edu

**Diplomas are disseminated as long as all financial obligations have been met. The school does not release transcripts on any previously enrolled student who has not met their financial obligations to the school as determined by the Accounting Department.**