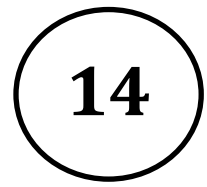


# ODESSA COLLEGE

Records Office  
201 W. University  
Odessa, TX 79764  
Ph. 432.335.6404  
Fax 432.335.6303



## Diploma/Certificate Reprint Request

Diploma/Certificate replacement fee is **\$15.00**. Overnight delivery fee is an additional **\$25.00**. Please contact the Cashier's Office at (432) 335-6419 to make payment.

Receipt Number: \_\_\_\_\_ Amount paid: \$ \_\_\_\_\_

OC ID #: \_\_\_\_\_ Date of request: \_\_\_\_\_

AA  AS  AAS  AAGS  Certificate of Technology  Certificate of Completion

Major: \_\_\_\_\_ Graduation term: \_\_\_\_\_

\* LEGAL Name as it will appear on the diploma: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_  
(Street or P.O. Box)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
 Cell  Home  Work

- Please call me when my diploma or certificate is ready for me to pick up
- Please mail to address above (standard mail, unless \$25.00 additional, overnight fee has been paid)
- Please update my mailing address in the Odessa College files to my address above

**\* Please note: If your name has changed since you last updated our files, please complete the Demographic Change form and submit with required supporting documentation. Failure to complete this step will result in your reprint displaying your name as it exists in our files.**

Graduate's Signature: \_\_\_\_\_ (mandatory)

Although the original date of graduation will be shown, the signatures will be that of the current administration (i.e., president, chairman of the board).

### **RECORDS OFFICE:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_