



RE-ISSUED DIPLOMA or CERTIFICATE ORDER FORM

A re-issued of Taft College diploma or certificate costs \$15.00 each.

If you have multiple re-issues, please fill out each one separately.

We are not able to re-issued Westec certificates.

This fee includes postage and handling.

Send this completed form, along with check or money order to payable to Taft College:

**Academic Records Office
Taft College
29 Cougar Court
Taft CA 93268**

Phone: 661.763.7756

DO NOT send cash or write your credit card number on this request form.

All students who attended Taft College starting Summer 1990 should Log in to your Cougar Tracks account to verify the name and date of award.

Will not accept this form until HOLDS are cleared.

PLEASE PRINT CLEARLY: (Name when you received your diploma)

First Middle Last

Social Security or ID Number: _____ Date of Birth: _____

Semester/Year Graduated: _____ Degree or Certificate: _____

Signature: _____

Mailing Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Note: Please allow 2 to 3 weeks for delivery.

Office use only

Date received: _____ Holds: _____ Total fees due: _____ Semester/Year Graduated: _____

Award Code: _____ Cumulative GPA: _____ Honors: _____ PTK: _____

Date processed: _____ Processed by: _____