



REGISTRAR'S OFFICE

REQUEST FOR DIPLOMA RE-PRINT

Student Name on University Records:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student's ID Number \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Major: \_\_\_\_\_

Address to Send Re-print to: \_\_\_\_\_

(or pick-up contact and \_\_\_\_\_

instructions) \_\_\_\_\_

Signature: \_\_\_\_\_

**Payment Information**

**Effective September 1, 2015** a **\$40.00** re-print charge is required for each diploma re-print. Please do not send cash. A credit card or money-order made payable to **Jarvis Christian College** must accompany your re-print request. Submission of payment is non-refundable. Please be sure that all financial obligations with the college have been settled, as a hold will prevent the release of a diploma.

**For Office Use Only:**

Processed by: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Date Mailed: \_\_\_\_\_ Certified mail #: \_\_\_\_\_

Jarvis Christian College  
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903) 769-1282 FAX