Central Ohio Technical College

The Gateway – Student Records

1179 University Drive, Newark, OH 43055

Phone: 740-364-9594 ■ Fax: 740-366-9160

cotcrecords@mail.cotc.edu

Petition for Diploma Reprint

Submit this form to The Gateway to request a duplicate diploma. A receipt for the $20 diploma reprint fee paid online ***must*** *accompany this petition. Click here to pay fee online.*

Your diploma will be printed and mailed out within 10 business days.

_____ _____

Last Name First Name Middle Name Student ID

Was first and/or last name different at the time of enrollment? ☐ Yes ☐ No Date of Birth: _____

If yes, list previous name(s) used while attending COTC: _____

_____

Mailing Address

_____ _____ _____

City State Zip

_____ _____

Primary Number Email Address

_____ _____

Student Signature Date

Gateway Use Only: CRI code RGCDIPRP added with status "Not Reviewed" ☐

Processed by: _____ Date: _____