



# 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 to the Fees and Deposits Office **must** accompany this petition. Fees and Deposits can be contacted at 740-366-9232.*

*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: \_\_\_\_\_