



RE-ISSUE DIPLOMA or CERTIFICATE ORDER FORM

A re-issue of Taft College diploma or certificate costs \$15.00 each. This fee includes postage and handling.

If you have multiple re-issues, please fill out each one separately. We are not able to re-issue WESTEC certificates. To request a WESTEC certificate, please contact 661-387-1055.

Forms can be submitted in-person at the Academic Records Office, mailed to the address below with a check or money order payable to Taft College, or emailed to records@taftcollege.edu.

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.

Once received, all orders will be processed within 5 business days.

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: _____

Office use only

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

Award Code: _____ Honors: _____ PTK: _____ Date processed: _____

Processed by: _____