

Duplicate Diploma or eDiploma Request



****DIPLOMAS CANNOT BE RELEASED IF YOU
HAVE HOLDS ON YOUR STUDENT ACCOUNT**

Office of Records & Registration

1480 Nashville Pike

Gallatin, TN 37066

v. 615-230-3466

f. 615-230-3645

graduation@volstate.edu

Student ID: _____ (Use date of birth if ID not known)

Print Name Below As You Want It To Be Printed On Diploma*:

*The name printed on the diploma must be on your student record. If you've had a name change, you must first submit documentation to have your name updated in our student system. Please contact our office at the number above for instructions.

Degree/Certificate Requested: _____

Diploma Type: ☐ eDiploma sent to the below email address.

☐ Printed for in-person pick-up.

☐ Printed and mailed to the following address.**

Address: _____

City, State, Zip: _____

Phone number: _____

****Alumni requesting a duplicate diploma be mailed will be contacted at the number above for shipping options.**

Signature: _____ **Date:** _____