

Moultrie Technical College

Diploma/Certificate Application

To: The Prospective Graduate
From: Gerald Dunaway, Registrar

It is your responsibility to secure the signatures on this form and return it to the Office of Student Services one quarter prior to your last quarter. **IT IS YOUR RESPONSIBILITY TO HAVE PROOF OF HIGH SCHOOL GRADUATION OR GED, IF REQUIRED, ON FILE PRIOR TO YOUR GRADUATION FROM MOULTRIE TECHNICAL COLLEGE.**

Graduating Quarter/Year

I,

, do hereby make application for graduation in the

SS#:

E-Mail Address:

Student Signature: _____

(these items require signatures)

1. The above student has paid all accounts due this department. To date the student's permanent record is consistent with the currently published requirements for the diploma requested. I hereby recommend this student for graduation.

• _____ (Instructor) Date: _____

2. The above named student has paid all accounts due Moultrie Technical College.

• _____ (Cashier) Date: _____

3. I have checked this student's permanent record and find that this student is eligible for graduation from program indicated.

• _____ (Registrar) Date: _____

- ***** ALL DIPLOMA'S ARE ORDERED ONCE A YEAR (MAY). ALL CERTIFICATES ARE PRINTED ONCE PER QUARTER. IT WILL BE MAILED TO YOUR HOME ADDRESS ON RECORD AFTER THE GRADUATION CEREMONY. ANY HOLDS AGAINST YOUR RECORDS DUE TO OUTSTANDING BILLS, PROOF OF HIGH SCHOOL GRADUATION/GED, ETC. WILL PROHIBIT THE RELEASE OF DIPLOMA'S/CERTIFICATE'S OR VERIFICATION OF COMPLETION WILL NOT BE ISSUED UNTIL HOLDS HAVE BEEN REMOVED. *****