



Gateway Technical College
Registrar's Office
1001 South Main Street
Racine, WI 53403
Phone: 262-564-2302

Replacement Diploma/Certificate Request

Production time: 10 business days. Please plan accordingly

Cost: \$15.00

1. Complete this form
2. Pay your processing fee through the GTC contact center: 1-800-247-7122. Let them know you need to pay your \$15 replacement diploma printing fee. You may also pay in person at any student services center location (Elkhorn, Kenosha, Racine)
3. Scan and email completed form to registrarsoffice@gtc.edu or mail in a hard copy to the above address (This will increase processing time)

Fist / Middle Initial / Last

Prior Last Name(s) while attending

Date of Birth

Diploma/Degree earned AND year graduated

Mailing address

City

State

Zip Code

Phone number – Used only in case we have questions or need more information in locating your student record & fulfilling your diploma reprint request