



## Greater Johnstown Career and Technology Center

### Diploma Request Form

To request a diploma, please complete the information below and send to [transcripts@gjctc.org](mailto:transcripts@gjctc.org) or mail to our address listed at the bottom of the page. **Before your request may be processed**, you must pay the fee of **\$10.00 per diploma**. Cash, checks, and money orders are accepted. Please make your check payable to "Greater Johnstown CTC." You may also call 814-999-6419 to pay over the phone by using a credit or debit card.

All diplomas are mailed using first class mail. Please allow time for standard mail delivery. Please allow **7 business days** from receipt of request for processing.

**All** information must be completed, or the diploma cannot be pulled for release.

---

Number of Diplomas Requested: \_\_\_\_\_

Program Attended: \_\_\_\_\_ Month & Year of Graduation: \_\_\_\_\_

Current Name: \_\_\_\_\_ Last four digits of your SSN: \_\_\_\_\_

Name under which you attended the program: \_\_\_\_\_

Campus where you attended: \_\_\_\_\_ Phone #: \_\_\_\_\_

Complete Name and Address of where the Diploma(s) will be mailed:

---

---

---

Signature: \_\_\_\_\_

**Return this form along with your payment to:**  
Greater Johnstown Career and Technology Center  
Attn: Transcript Request  
445 Schoolhouse Road  
Johnstown, PA 15904