

**Georgia  
Tech**



**Research  
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OSHA Training Institute  
Education Center

# How to Submit a Student Replacement Card Request

(original course report submitted via email,  
postal mail or fax)

March 11, 2013



# **Student Card Replacement Request Process – Original Course Report Submitted via Email, Postal Mail or Fax**

# Requesting a Student Replacement Card

## Student Replacement Card Request Process –

Original course report submitted via email, fax or postal mail

1. Complete the Student Card Replacement Request Form
2. Pay for the replacement card using the old payment website (replacement student cards cost \$10 each)...see link below:
3. [https://epay.gatech.edu/C20793\\_ustores/web/store\\_main.jsp?STOREID=156](https://epay.gatech.edu/C20793_ustores/web/store_main.jsp?STOREID=156)
4. Submit form and other documentation (copy of original card, copy of sign-in sheets (if applicable), etc.) to:  
[trainingcardrequests@gtri.gatech.edu](mailto:trainingcardrequests@gtri.gatech.edu)