



DUPLICATE DIPLOMA/CERTIFICATE REQUEST

Please complete and submit the following information to *Admissions and Records*. A \$5.00 diploma/certificate replacement fee is required at time of request. Please allow two (2) weeks for processing from date request is received. **Request cannot be processed without payment.**

Print name exactly as it appeared on your original Diploma/Certificate

If you are requesting a new diploma due to a name change you will need to complete the Change of Information form prior to submitting this request.

First Middle Last

Student ID# _____ Date of Birth _____
Month / Day / Year

Phone _____ Email _____

Type of Degree (AA/AS; CA/CC) _____ Date of MCC Graduation _____
(sem/yr)

Major _____

Student Signature _____ Date _____

Please choose one option below:

Pick up (picture ID required) at either:
 Oceanside Campus **or** San Elijo Campus
1 Barnard Drive 3333 Manchester Avenue
Oceanside, CA 92056 Cardiff, CA 92007
(760) 795-6620 (760) 634-7870

Mail to:

Number/Street Apartment Number

City State Zip

Payment Method: Check Cashier's Check Money Order Visa MasterCard Discover

Card Number _____ Exp Date _____

I, as a current or former student of MiraCosta College, by my signature authorize the Admissions and Records Office to process this request. I understand \$5.00 per copy is payable at the time of request with all financial obligations being satisfied prior to processing. Should I choose to provide payment by Master/VISA/Discover credit card, I will take full responsibility for fees should card be declined.

Signature Authorizing Charge to Credit Card Above Date

Office Use Only

Evaluator _____ Date Mailed _____ Date Ready for Pickup _____

Comments _____