

**MENDOCINO COLLEGE
REQUEST FOR A DUPLICATE DIPLOMA/CERTIFICATE**

PLEASE PRINT

Name _____

Colleague ID/SSN _____

Graduation Date _____ Type of Award (circle one) A.A. A.S. Certificate

Major _____

Indicate reason for requesting a duplicate

I changed my address and my diploma was lost in the mail/never received. (No Charge)

I lost, misplaced, or destroyed my diploma. (Include the \$25.00 duplicate fee)

My name was misspelled. (No charge, please attach incorrect diploma/certificate)

My major or type of award is incorrect. (No charge, please attach incorrect diploma/certificate)

Other _____

_____ (Include the \$25.00 duplicate fee)

Print your name EXACTLY as you wish it to appear on your diploma

Please mail my diploma to:

Name: _____

Street/P.O. Box No. _____

City, State & Zip Code _____

Please *DO NOT* mail my diploma. Call me for pick up at () _____

SIGNATURE _____ DATE _____

Please submit this form along with fee (if required) to the Admissions & Records Office
OR mail to:

Mendocino College
Admissions & Records
1000 Hensley Creek Road
Ukiah, CA 95482

Please make check or money order payable to Mendocino College.

ALLOW 4-6 WEEKS FOR DELIVERY.