

MENDOCINO COLLEGE
REQUEST FOR A DUPLICATE DIPLOMA/CERTIFICATE

PLEASE PRINT

Name _____

Social Security Number _____

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.
- { } 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 _____

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
(707) 468-3101

Please make check or money order payable to "Mendocino College".
ALLOW 3-4 WEEKS FOR DELIVERY.