

SANTA ANA COLLEGE REQUEST FOR A DUPLICATE DIPLOMA/CERTIFICATE

PLEASE PRINT

Name _____

S.S. No. _____ Student I. D. No. _____

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. (include the \$10.00 duplicate fee)

[] I lost, misplaced, or destroyed my diploma. (Include the \$10.00 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 upon arrival at () _____

SIGNATURE _____ DATE _____

Please submit this form along with fee (if required) to the Admissions and Records Office OR to the Graduation Office, OR mail it to:

Santa Ana College
Office of Admissions & Records
1530 W. 17th ST.
Santa Ana, CA 92706

Make check/money order payable to Santa Ana College. ALLOW 10 TO 12 WEEKS FOR DELIVERY.