



Duplicate Adult High School Diploma Request

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 as it should appear on your diploma.

First, Middle, Last Name: _____

Student ID (Surf ID) _____ Date of Birth _____

Phone _____ Email _____

Type of Degree: High School Diploma Date of MCC Graduation _____

Choose one option below:

Pick Up:
(Photo ID and payment required at time of pick up)

MiraCosta College Community Learning Center
Admissions & Records Bldg 300
1831 Mission Ave, Oceanside, CA 92058
760.795.8710

Mail to:
Duplicate diploma will not be processed until payment is received. Please mail/drop off your payment to Admissions & Records, Community Learning Center.

Number/Street, Apt Number

City, State, Zip Code

Payment Method: Check Cashier's Check Money Order

I, as a current or former student of MiraCosta College, by my signature authorize the Admissions & Records Community Learning Center 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.

Signature

Date

Once form is completed choose one option below for processing:

<p>Email form to noncredit@miracosta.edu and mail in payment</p> <p>-OR-</p> <p>Mail with payment</p>	<p>Admissions & Records CLC Mailing address: Community Learning Center, Admissions & Records MS#22, 1831 Mission Ave, Oceanside, CA 92058</p>
<p>-OR-</p> <p>Drop off in person</p>	<p>Admissions & Records CLC, Building 300</p>

Office Use Only

Date Mailed		Comments:
Date ready for pickup		
Staff member		