



Duplicate Diploma/Certificate 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.

Type name as it should appear on your diploma.

First, Middle, Last Name: _____

Student ID (Surf ID) _____ Date of Birth _____

Phone _____ Email _____

Type of Degree (AA/AS; CA/CC): _____ Sem/Year of MCC Graduation _____

Major _____

Choose one option below:

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

Oceanside Campus, 1 Barnard Dr. Oceanside, CA 92056 | 760.795.6620

San Elijo Campus, 333 Manchester Ave. Cardiff, CA 92007 | 760.634.7870

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

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 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:

Email form to admissions@miracosta.edu and mail in payment -OR-	Admissions & Records Mailing address: MiraCosta College Admissions & Records MS#10A 1 Barnard Drive, Oceanside, CA 92056 Admissions OCN Campus: Building 3300 Admissions SAN Campus: Building 1100
Mail with payment -OR-	
Drop off in person	

Office Use Only

Date Mailed		Comments:
Date ready for pickup		
Evaluator		