



Oxnard College Admissions & Records Office

Duplicate Degree/Certificate Request

The processing time is two to three weeks. The degree/certificate can be mailed or picked up when ready. Picture ID is required at time of pickup.

Student's Name _____
(please print) **Last** **First** **Middle Initial**

Student ID No. _____ Phone number: _____

Address _____

City _____ State _____ Zip Code _____

Type of request: Degree (AA/AS) Certificate of Achievement

Major: _____

Semester received: _____

Once ready, do you want the degree/certificate: Mailed I will pick up (2 to 3 Weeks)

Signature _____ Date _____



-----For Office Use Only-----	
Received by _____	Date _____
Date Processed _____	