



# Oxnard College Admissions & Records Office

4000 South Rose Ave Oxnard, CA 93033

## Duplicate Degree/Certificate Request

A \$10.00 processing fee is assessed for a duplicate copy of your degree and/or certificate. To request a duplicate degree, please complete this form and submit the form and the \$10.00 processing fee to the Admissions and Records Office. All requests must be either mailed with payment (check or money order) or submit this request in person to the Admissions and Records Office. ***If you are mailing your request, please attach a copy of your picture ID.*** The processing time is two to three weeks. Please make all checks payable to Oxnard College.

**Please Note: All duplicate degrees and certificates will include the word duplicate. Any outstanding fees and/or holds need to be cleared prior to submitting this request.**

Student's Name \_\_\_\_\_  
(Please print)                                      Last                                      First                                      Middle Initial

Student ID/SSN \_\_\_\_\_ D.O.B. \_\_\_\_\_

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 \_\_\_\_\_