Duplicate Degree/Certificate Request

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 submitted in person to the Admissions and Records Office. The processing time is two to three weeks. Please make all checks payable to Oxnard College.

Please Note: If you are mailing your request, please attach a copy of your picture ID. All Oxnard College debts must be paid and all holds, including financial holds, must be cleared before requests can be processed.

STUDENT INFORMATION:

Print clearly: Did you attend prior to Fall 1981? ☐ YES ☐ NO

Name: _____
Last   First   M.I.

Other names used at Oxnard College: _____

Student ID (900#): _____   **Date of Birth:** _____
or last 4 digits of SSN

Address: _____
No. & Street   City   State   Zip Code

E-mail: _____   **Phone:** _____

DEGREE/CERTIFICATE INFORMATION:

Degree/Certificate	Major	Term & Year
☐ Degree (AA/AS) ☐ Certificate of Achievement		☐ Spring _____ ☐ Summer _____ ☐ Fall _____

SEND DEGREE/CERTIFICATE TO:

Select the Processing Type: ☐ *Mail ☐ Pick-Up

* Admissions & Records is not responsible for delivery of the degree and if not delivered by U.S. mail student will have to cover the cost of reordering.

MAIL TO: _____

Address: _____
No. & Street   City   State   Zip Code

X _____   _____
Student Signature   *Date*

ADMISSIONS & RECORDS OFFICE USE ONLY

PROCESSED: ☐ YES ☐ NO   **REASON:** _____

☐ **MAILED** ☐ **PICK-UP**   **Amount Paid: $** _____ **X**_____   _____
A&R Initials   *Date*