Cypress College

9200 Valley View Street, Cypress, CA 90630
Admissions and Records

Request for Duplicate Diploma or Certificate

Student Permanent ID Number:	@									

Legal Name:				Date of Birth:	
	Last	First	M.I.		mm/dd/yyyy

Previous Name(s) (if any):	

Address:				
	Street and Apt (not a P.O. box)	City	State	Zip

Telephone:		Email:	
	Area Code and Phone Number		

Note: Cypress College will reprint the diploma or certificate only with the name listed on the official transcript. There is a $15.00 processing fee required at time of application.

1. I am requesting a duplicate of my (check one): ☐ Diploma ☐ Certificate
2. Term and Year Awarded: _____
3. Major: _____
4. Please select the delivery option you prefer: ☐ I will pick it up in Admissions and Records ☐ Please mail it
5. If you want us to mail the duplicate to an address different from the one above, please enter the recipient below:

Name:			
	Last	First	M.I.

Address:				
	Street and Apt (not a P.O. box)	City	State	Zip

Please allow 7 to 10 days for processing.

_____ _____
Student Signature Date

OFFICE USE ONLY

_____ _____
Student Signature Confirming Pick-up Date

Received By:	Reprint By:	Payment: ☐ $15.00 ☐ N/C
Date Received:	Reprint Date:	Date Mailed: