

IMPERIAL VALLEY COLLEGE

Office of Admissions and Records

380 East Aten Road, Imperial, CA 92251 Phone (760) 352-6101 Fax (760) 355-2663

Duplicate Diploma/Certificate Form

Instructions: Print out and complete the form below, using the name under which you were registered as a student. **There is a \$20.00 fee for each duplicate diploma and/or certificate requested. If you owe money to the college or have a hold on your record, we will not process your order until your obligations are met.**

Please note: Duplicate and/or reissued diplomas/certificates are printed with the current President's name.

1. Student Information

Student ID Number: G00

Name:

2. Degree Information

Degree Received: (Circle One) A.A. A.A.-T A.S. A.S.-T Certificate

Major:

Date Received (*date awarded if known*):

3. Pickup or Mailing Information

I would like to pick up the diploma/certificate when it is ready (Identification will be required)

I would like to have the diploma/certificate mailed to me at the following address.

Street Address

City/Town

State

Zip code

Daytime Phone Number

4. Payment Information

The college will charge for one duplicate diploma and/or certificate a rate of \$20.00. All payments must be received and processed prior to the printing of the diploma/certificate.

Total number of copies you are requesting:

Amount Due: \$

I hereby certify that the information provided above is correct and complete.

Student's Signature:

Date:

Mailing Address: Admissions & Records Office
Imperial Valley College
380 East Aten Road
Imperial, CA 92251

Fax#: 760-355-2663
Phone #: 760-352-6101
Office Location: Building 10
380 E. Aten Road, Imperial, CA

A & R Office Use Only

Amt due \$ _____ Pd // Hold _____ Cleared // Date sent _____ By _____ (11/16)