



# Diploma or Certificate Replacement Request

## Instructions

Please submit this request together with payment of \$25.00 for each replacement diploma or certificate.

- In person at the Cashier across from the bookstore – cash, check, credit card
  - a) pay balance b) attach copy of receipt to request c) submit request with receipt to Admissions
- By mail - check made out to “De Anza College”, mailed with the completed request to
  - De Anza College
  - Admissions – Diploma Replacement
  - 21250 Stevens Creek Blvd.
  - Cupertino, CA 95014

## Please print clearly

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Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Student ID number (if known): \_\_\_\_\_ or Last four digits of SSN \_\_\_\_\_

Date of birth \_\_\_\_\_

Current phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## Diploma or Certificate Information

\_\_\_\_\_  
Name as it appeared on the original document

- Diploma  Certificate Year \_\_\_\_\_ Major: \_\_\_\_\_
- Diploma  Certificate Year \_\_\_\_\_ Major: \_\_\_\_\_
- Diploma  Certificate Year \_\_\_\_\_ Major: \_\_\_\_\_
- Diploma  Certificate Year \_\_\_\_\_ Major: \_\_\_\_\_

Total amount \$ \_\_\_\_\_

Check one:  pick up in person (w/photo ID)  receive by US mail

Mailing address: \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_