



Duplicate Diploma/Certificate Request

Enrollment Services Department

Phone: (951) 465-7887

e-Document Submission: <https://msjc.edu/hub/>

A \$10.00 replacement fee is required for all diploma and certificate replacement requests. Payment can be made through Self-Service or in person at the Cashier's Office. Payment must be received before the request can be processed. Please allow two weeks for processing from the date your request and payment are received.

STUDENT INFORMATION

Diploma Name: _____ Other Names Used: _____
First Middle Last

Student ID Number: _____ Date of Birth: _____
MM/DD/YY

Phone Number: _____ Date of MSJC Graduation: _____

Mail to: _____ Degree/Certificate: _____
Number Street

_____ Number of Diploma's requested: _____
City State Zip

Student Signature Date

OFFICE USE ONLY

Comments: _____

Processed by: _____