



# Duplicate Diploma / Certificate Request

Submit completed form to the MJC Evaluations Office  
by mail: MJC Evaluations Office 435 College Avenue, Modesto, CA. 95358  
or via email to: mjcevaluations@mjc.edu

## Payment Options:

The fee for a Duplicate Diploma/Certificate is \$15.00. The request will not be processed until the fee has been paid. There are two payment options available:

- Option A:** Students may mail in a \$15.00 check or Money Order payable to Modesto Junior College Enrollment Services.
- Option B:** Once the student's request has been received, their student account will be charged \$15.00. The student will then need to log-in to PiratesNet and pay the fee before the request will be processed.

**Today's Date:** \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID/Last 4 SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

Previous name(s) used on academic records (if any): \_\_\_\_\_

## Diploma/Certificate Information:

Type Granted:  AA  AS  Certificate Major: \_\_\_\_\_

## Address to mail Diploma/Certificate:

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only			
Term Granted:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year Granted:	_____
<input type="checkbox"/> Paid	<input type="checkbox"/> Mailed _____	<input type="checkbox"/> MGH	Staff Initials _____

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