



## Duplicate Degree/Certificate Request Form

### Processing Types and Fees:

- ❖ Regular Delivery - \$10.00 per copy - mailed within 2 weeks.
- ❖ Pick-up processing - \$10.00 per copy - students pick-up degree/certificates at the college where awarded.

### Complete the form and submit to the appropriate college:

<b>Admissions &amp; Records</b> Berkeley City College 2050 Center St. Berkeley, CA 94704	<b>Admissions &amp; Records</b> College of Alameda 555 Ralph Appezato Memorial Pkwy Alameda, CA 94501	<b>Admissions &amp; Records</b> Laney College 900 Fallon St. Oakland, CA 94607	<b>Admissions &amp; Records</b> Merritt College 12500 Campus Dr. Oakland, CA 94619
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### Requests will not be issued/processed if any of the following criteria are not met:

- ❖ Signed and dated request form
- ❖ A mailed request must have payment included. Check or money-orders only. ***Do NOT mail cash or credit card information.***
- ❖ All Peralta debts must be paid and all holds, including financial holds, must be cleared before requests can be processed.

### STUDENT INFORMATION:

Did you attend prior to Fall 1970?  YES  NO      Term:  Summer  Fall  Spring      Year: 20 \_\_\_\_

Select the College:  Alameda  Berkeley  Laney  Merritt

Name: \_\_\_\_\_  
Last First M.I.

Other names used at Peralta: \_\_\_\_\_

Student ID: \_\_\_\_\_      Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
No. & Street City State Zip Code

E-mail: \_\_\_\_\_

### DEGREE/CERTIFICATE INFORMATION:

Degree/Certificate	Major	College Awarded:	Term & Year	# of Copies

### SEND DEGREE/CERTIFICATE TO:

Select the Processing Type:  \*Mail  Pick-Up

\*Admissions & Records is not responsible for delivery of the degree and if not delivered by U.S. mail student will have to cover the cost of reordering.

**MAIL TO:** \_\_\_\_\_

Address: \_\_\_\_\_  
No. & Street City State Zip Code

**X** \_\_\_\_\_  
Student Signature Date

### ADMISSIONS & RECORDS/CASHIER OFFICE USE ONLY

PROCESSED:  YES  NO      REASON: \_\_\_\_\_

MAIL  PICK-UP      Amount Due: \$ \_\_\_\_\_      Amount Paid: \$ \_\_\_\_\_       CHECK  MONEY ORDER

**X** \_\_\_\_\_      **X** \_\_\_\_\_  
A&R Initials Date Cashiers Initials Date