



# HARTNELL COLLEGE DUPLICATE DIPLOMA REQUEST

Degree/Cert Earned Date: \_\_\_\_\_

**NAME** \_\_\_\_\_  
Last First Middle Previous Name Used

**PRINT YOUR NAME EXACTLY AS YOU WISH TO APPEAR ON YOUR DEGREE OR CERTIFICATE:**

**Address** \_\_\_\_\_  
Street City State Zip

**Phone** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

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

*Diplomas are ordered on the last business day of every month and printing takes 1-2 weeks. Your diploma/certificate will be mailed to the address above. No diploma/certificate will be produced if the student has an outstanding balance with the College. If you have any questions or concerns, please call (831) 755-6711.*

*A charge of \$20.00 per Diploma/Certificate applies. If ordering by mail/fax, please send check, money order, or credit card information to:*

**Hartnell College**  
**ATTN: Admissions & Records/Evaluations**  
411 Central Ave.  
Salinas CA 93901  
Fax - (831) 759-6014

## - FOR CASHIER'S OFFICE USE ONLY -

**Fees Due:** \$ \_\_\_\_\_ **Cashier Initials/Date:** \_\_\_\_\_ **Receipt #:** \_\_\_\_\_

\_\_\_\_\_ Check or Money Order is enclosed \_\_\_\_\_ Please charge my Visa/Mastercard

VISA/MC Cardholder Name \_\_\_\_\_ Sale Amount \$ \_\_\_\_\_

Card # \_\_\_\_\_ Expiration \_\_\_\_\_ CVC # \_\_\_\_\_

*CVC# is the last three numbers located on the signature strip on the back of your credit card.*

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

## - FOR ADMISSIONS & RECORDS OFFICE USE ONLY -

**Associate of Arts/Science Degree in:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_ **Honors:** \_\_\_\_\_

**Certificate of Achievement in:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

**Received by:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Processed by** \_\_\_\_\_ **Date** \_\_\_\_\_