

Cuyamaca College

Request to Replace Lost Degree and/or Certificate

Diplomas (degree and/or certificates) can be replaced upon written request. There is a \$10.00 fee for **EACH** diploma to be replaced plus the cost of shipping. (For example, if replacing both a degree and a certificate, the fee would be \$20.00 to replace both diplomas plus the cost of shipping.)

Please complete this form and submit, with your payment, to:

Cuyamaca College
Attn: Degree Replacement
Admissions and Records
900 Rancho San Diego Parkway
El Cajon, CA 92019-4344

PLEASE PRINT:

Student's Name (as printed on the degree/certificate) _____
SSN# or Student ID#

Student's Mailing Address _____
Date of Birth

City, State, Zip Code

Daytime Phone Number _____
E-mail Address

Which degree/certificate do you wish to replace: Year Earned: _____

☐ Degree Major: _____

☐ Certificate Major: _____

Reason for replacement: (select one)

☐ Damaged ☐ Name Change* ☐ Other: _____

☐ Lost/Misplaced ☐ Stolen _____

**Must complete and submit an official name change form and applicable documentation for this option.*

☐ I will pick up my diploma (calling first to make sure it is ready—(619) 660-4275).

☐ Please mail my diploma to the above address (standard U.S. postal delivery).

Please proceed to the next page.

Please allow at least three (3) weeks for processing.

 X _____
Signature _____
Date

Office use only

Date Rec'd _____ by _____ Amt Paid _____ Rec'd by _____ Date Proc'd _____ by _____

For deposit into budget: 1432001-4399

Revised 8/14/24