



# OFFICE OF ADMISSIONS AND RECORDS

## REQUEST FOR DUPLICATE

### ASSOCIATE DEGREE DIPLOMA / CERTIFICATE or AWARD

Please check one: *(one form for each degree)*

**Associate Degree Diploma**

**Certificate or Award**

<b>Student Name</b> <i>(Please print clearly)</i>			Would you like your <b>Chosen/Preferred First Name</b> on your diploma? Yes, my Chosen/Preferred First Name on file is _____. No, I will use my legal First Name on file.	
<b>Last</b>	<b>First</b>	<b>Middle</b>	<b>Birth Date</b>	<b>Student I.D.</b>
<b>Address</b>				
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone/Email</b>	

Student **FIRST, LAST** and **CHOSEN/PREFFERED FIRST NAME** on CCSF Banner Database will be printed on duplicate Diploma/Certificate or Award. Note: Diploma/Certificate will be ready in about 3 months.

<b>Year of Graduation</b>	<b>Degree: AA/AS/ADT (Major)</b>	<b>Year of Certificate or Award</b>	<b>Exact Title of Certificate or Award</b>
<b>Send Diploma/Certificate to:</b> <i>(Please print clearly)</i>		<b>Student Signature:</b>	
Name _____		Date: _____	
Address _____		<b>Please submit form with picture ID to:</b> Office of Admissions & Records 50 Frida Kahlo Way, MUB 188 San Francisco, CA 94112 <b>Graduation:</b> graduate@ccsf.edu / <b>Certificates:</b> mbakhmach@ccsf.edu	
City _____	State _____ Zip Code _____		

#### OFFICE USE ONLY

<b>Received by:</b>	<b>Date:</b>	<b>Processed by:</b>	<b>Date:</b>	<b>Comments:</b>
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White Copy: Graduation or Certificate / Yellow Copy: Student

Admissions & Records Form - Revised 05/2021