



# Mail Diploma/Certificate Request

Submit completed form in-person to the Evaluations Office or by mail.

**This form is to be used by students WHO HAVE EARNED their Diploma/Certificate in the past two (2) years. If you need a duplicate Diploma, please see the Duplicate Diploma Request form.**

***You must have a Zero (\$0.00) balance, all fees must be paid, before we can process your request.***

**Form must be submitted with \$5.00 Mail Diploma Fee. Check or Money Order ONLY. Checks made payable to: Modesto Junior College.**

**Student ID:** w \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Student Information (Please list your *legal* name):**

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

Previous Name(s) Used on Academic Records (if any): \_\_\_\_\_

**Diploma/Certificate Information**

Term/Year Granted:  FA \_\_\_\_\_  
 SP \_\_\_\_\_  
 SU \_\_\_\_\_

Major: \_\_\_\_\_ AA/AS/Cert: \_\_\_\_\_

Address to Mail Diploma/Certificate: \_\_\_\_\_

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

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

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

**OFFICE USE ONLY**

Pd \_\_\_\_\_ Date \_\_\_\_\_ Mailed \_\_\_\_\_ By \_\_\_\_\_ GPA \_\_\_\_\_  
MGH \_\_\_\_\_ PTK \_\_\_\_\_ AGS \_\_\_\_\_