



Mail Diploma / Certificate Request

Submit completed form by email to mjcevaluations@mjc.edu or mail to the MJC Enrollment Services Office.

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

Today's Date: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Student ID: _____ Birthdate: _____ Phone Number: _____

Previous name(s) used on academic records (if any): _____

Diploma / Certificate Information:

Term Granted: Fall Spring Summer Year Granted: _____

Type Granted: AA AS Certificate Major: _____

Address to mail Diploma / Certificate:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Student Signature: _____ Date: _____

Office Use Only

Date: _____ Staff Initials: _____ Date: _____

Comments: _____

