

# DUPLICATE DIPLOMA/CERTIFICATE REQUEST FORM



To receive a duplicate copy of your Associate's degree diploma or Technical Certificate please complete this form and submit it, along with your payment of the appropriate fee, to any Valencia College campus Business Office. Submit one form for each duplicate diploma and/or certificate you are requesting. The fee may be paid in person with cash, check, money order, or credit/debit card or mail this form, with a check or money order payable to Valencia College, ATTN: Business Office, P.O. Box 3028, Orlando, FL 32802-3028.

Your duplicate diploma and/or Technical Certificate will be mailed to you at the address indicated in your Atlas account; you are responsible for ensuring that Atlas contains your most current address. Please allow up to thirty (30) business days (not including weekends or holidays) for your duplicate diploma/certificate request to be processed (this includes the time needed for a personal check to clear as well as the printing of the diploma/certificate).

Please type or print in ink all information requested.

## STUDENT INFORMATION

VALENCIA ID / SOCIAL SECURITY NUMBER		
FIRST NAME	MIDDLE NAME	LAST NAME
PREVIOUS LAST NAME(S)		
ADDRESS		
CITY	STATE	ZIP
PHONE	PERSONAL EMAIL ADDRESS	

## ASSOCIATE'S DEGREE INFORMATION (\$15.00 Duplicate Diploma Fee)

Degree Type:  Associate in Arts  Associate in Science  Associate in Applied Science

Was this an Honors Degree?  Yes  No

TERM/YEAR DEGREE WAS AWARDED	PROGRAM OF STUDY (GENERAL STUDIES, ACCOUNTING TECHNOLOGY, ETC.)
NAME AS YOU WANT IT TO APPEAR ON THE DUPLICATE DIPLOMA	

## TECHNICAL CERTIFICATE INFORMATION (\$7.00 Duplicate Certificate Fee)

TERM/YEAR CERTIFICATE WAS AWARDED	NAME OF TECHNICAL CERTIFICATE (ACCOUNTING APPLICATIONS, BUSINESS OPERATIONS, ETC.)
NAME AS YOU WANT IT TO APPEAR ON THE DUPLICATE CERTIFICATE	

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

OFFICE USE ONLY	
Business Office: ( <input type="checkbox"/> DRPL <input type="checkbox"/> DRTC):	Processed by:
Admissions & Records Office:	Processed by:
Workforce Development Office:	Processed by: