



REQUEST FOR DUPLICATE DIPLOMA / CERTIFICATE OF COMPLETION

DATE OF REQUEST [] SID # or SOCIAL SECURITY # []

Type in your name and complete address below of where you would like your degree/certificate to be mailed to.

FIRST NAME [] LAST NAME []
ADDRESS [] CITY [] STATE []
ZIP CODE [] TELEPHONE # [] EMAIL ADDRESS []
NAME ON SCHOOL RECORD IF DIFFERENT FROM ABOVE []

Type Name below as it should appear on Diploma/Certificate

[] [] []
FIRST NAME MIDDLE NAME LAST NAME

Please select the degree/certificate box below and type the major including the semester and year the degree/certificate was awarded.

DEGREE [] [] []
Please type the Associate of Arts or Science degree major Semester Awarded Year Awarded
CERTIFICATE [] [] []
Please type the Certificate of Achievement major Semester Awarded Year Awarded

QTY. REQUESTING [] TOTAL DUE [] \$10/per each request

STUDENT SIGNATURE [] DATE []

Mail your request along with a Money Order or Cashier's Check to: LASC Attn: Business Office 1600 W Imperial Hwy, Los Angeles, CA 90047. Once your payment has been processed the Business Office will email your request form to the Admissions & Records Office for final processing.
*** DUE TO THE CURRENT HEALTH PANDEMIC THERE WILL BE A DELAY IN PROCESSING AND MAILING ***

Business Office Use Only

Receipt # [] Processed by []
Date Submitted to A&R Office []

Admissions Office Use Only

In-Take by [] Date []
Date Mailed Out to Student []