



Duplicate Diploma/Certificate Request Riverside Community College District

Print out the request form and pay at the cashier window to process or you may also mail form to the college with check payable to **RCCD** at your college listed below. Requests will be ordered with the next regular order of diplomas and certificates. It may take up to 6 months to receive the duplicate. **Cost is \$2 each.**

Moreno Valley College
Admissions & Records
16130 Lasselle Street
Moreno Valley, CA 92551-2045

Norco College
Admissions & Records
2001 Third Street
Norco, CA 92860-2600

Riverside City College
Admissions & Records
4800 Magnolia Avenue
Riverside CA 92506-1299

_____ or _____
Social Security Number Student ID#

Your **LEGAL NAME** as you want it to appear on diploma: This name must be on record at RCCD.

First Middle Last

Please indicate the year in which your degree/certificate was awarded: _____

Diploma/Certificate Mailing Address: **CHANGES MUST BE REPORTED DIRECTLY TO THE EVAL/ GRAD OFFICE**

Number and Street Apt# City State Zip

(_____) (_____) _____
Home Phone Number Mobile Phone Number

Degree for which you are applying (CHECK ONE ONLY): AA Degree AS Degree Certificate

List Program of Study (Major) if known:

_____ or _____
Program of Study (Major) Certificate Program

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY
Date Filed: _____
Receipt Number: _____