



DUPLICATE DEGREE/CERTIFICATE REQUEST FORM DIAGRAM

****Point of Reference:**
The Duplicate Degree/Certificate Request form has two pathways. The black arrows denotes the mail submission process and the light-yellow arrows denote the face-to-face process

Step 1:
The **Student** obtains the Duplicate Degree/Certificate Request Form from the Peralta Admissions & Records or the College Admissions & Records Office website. *See link below*

Step 2:
The **Student** completes the Duplicate Degree/Certificate Request Form and submits it to the College Admissions & Records office which conferred the degree/certificate, either face-to face or by mail

Step 2A:
Face-to-face Submissions:
The **Admissions & Records Office** verifies the degree/certificate awarded and redirects the student to the Bursar/Cashier's Office to submit payment for the Duplicate Degree/Certificate Request

Step 3:
The **Student** returns to the Admissions and Records office to submit their request and provides proof of payment

Step 4:
The **Admissions & Records Technician** completes the request and prints the Duplicate Degree/Certificate between 2-5 business days

Step 5:
The **Admissions & Records Technician** notifies the student once the Duplicate Degree/Certificate has been completed. Arrangements can be made for either pickup or mailing of the duplicate award. Please contact the Technician for details

Step 5A:
The **Student** who opts to pick up their Duplication Degree/Certificate must sign the office copy of the award as verification that it was pick up by the student. Government ID must be presented at the time of pick

Step 2B:
Mail Submissions:
The **Admissions & Records Office** verifies the Duplicate Degree/Certificate awarded to the student and forwards enclosed payment to the Cashier's Office for processing

Step 2C:
If payment is not received, the Admissions & Records Technician contacts the student to inform them that payment is required to process their request. The request will remain in pending status until the payment is received.

Step 2D:
Once the **Admissions & Records Office** receives the payment it will be forwarded to the Bursar/Cashier's Officer for processing. ****Please note if the payment does not clear the request will be delayed.** Upon notification that payment has cleared your request will be forwarded for processing

Step 3:
Admissions & Records Technician completes the request and prints the duplicate degree/certificate between 2-5 business days

Step 4:
Admissions & Records Technician notifies the student once their request has been completed, degree/certificate printed and mailed

The Duplicate Degree/Certificate Request form is available on the Peralta Admissions & Records website <https://web.peralta.edu/admissions/files/2011/06/Duplicate-Degree-Certificate-Form-11-5-14.pdf>
**** A mailed request must include payment. Check or money-orders only. Do NOT mail cash or credit card information**
**** All Peralta debts and holds must be cleared before any requests can be processed**