

Cuyamaca College

Request to Replace Lost Degree and/or Certificate

Diplomas (degree and/or certificates) can be replaced upon written request. There is a **\$15.00** fee for **EACH** diploma to be replaced plus the cost of shipping. (For example, if replacing both a degree and a certificate, the fee would be **\$30.00** to replace both diplomas plus the cost of shipping.)

Please complete this form and submit once your payment has been made to the Cashiers Office:
619-660-4256

Cuyamaca College
Attn: Degree Replacement
Admissions and Records
900 Rancho San Diego Parkway
El Cajon, CA 92019-4344

PLEASE PRINT:

Student's Name (as printed on the degree/certificate)

Student ID#

Student's Mailing Address

Date of Birth

City, State, Zip Code

Daytime Phone Number

E-mail Address

Which degree/certificate do you wish to replace: Year Earned: _____

☐

Degree

Major: _____

☐

Certificate

Major: _____

Reason for replacement: (select one)

☐

Damaged

☐

Name Change*

☐

Other: _____

☐

Lost/Misplaced

☐

Stolen

**Must complete and submit an official name change form and applicable documentation for this option.*

☐

I prefer to pick up my diploma. You will be notified when the awards are delivered to Cuyamaca A & R Office.

Please allow at least four (4) weeks for processing.

X

Signature

Date

Office use only

Date Rec'd _____ by _____ Amt Paid _____ Rec'd by _____ Date Proc'd _____ by _____

For deposit into budget: 1432001-4399

Revised 8/14/24; Revised 12/10/25 TV