ESTRELLA MOUNTAIN COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

Admissions and Records

Duplicate Degree / Certificate Request

Student Name: _____ **Student ID#:** _____

Phone #: _____

Instructions:

Step:1 Please complete the form and return to EMCC A&R by fax at (623) 935-8848, online via the general upload link here https://go.estrellamountain.edu/ar-document-upload-form, or by mail to:

Estrella Mountain Community College
ATTN: Admissions and Records
3000 N. Dysart Rd.
Avondale, AZ 85392

Step 2: Please call EMCC Student Business Services at (623) 935-8888 option #2 to process payment. No reprints will be processed until both the form and payment are received.

*** We DO NOT accept requests via email***

Name as it should appear on the Degree/Certificate : _____
First   Middle   Last

Degree/Certificate Title: _____

Reason for Request: ◯ **Original Lost/Destroyed** ◯ **Never Received**

◯ **Pick Up in Person**

FOR A&R USE ONLY
Student's Initials : _____ *Received in Person*

◯ **Mail to**

   Name: _____

   Address: _____

   City: _____ State: _____ Zip Code: _____

Student Signature: _____ **Date:** _____

Date Received at Counter **A&R Office Use Only**	*Date Degree / Certificate Printed* **A&R Office Use Only**	*Date Given / Mailed to Student* **A&R Office Use Only**

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Payment Information for Requests *(Payments can also be made over the phone by calling 623-935-8888, option 2)* *$5 fee per reprint*

Circle One: **VISA** **MasterCard** **Discover** **American Express**

Credit Card #: _____ Security Code on back of card: _____

Expiration Date: _____ / _____ Cardholder Name as it appears on card: _____

Number of reprints requested _____ x $5.00 Cardholder Signature: _____