



CUESTA COLLEGE

Evaluations Office
P.O. Box 8106
San Luis Obispo CA 93403-8106
(805) 546-3141 phone
(805) 546-3975 fax

**DIPLOMA / CERTIFICATE
REORDER FORM**

CUESTA STUDENT ID NUMBER

Date of Birth: Mo. _____ Day _____ Year _____

Name on Cuesta College Records: _____

Name to appear on Diploma or Certificate: _____

Mailing Address: _____

Contact Phone #1: _(_____) _____ Contact Phone #2: _(_____) _____

Email: _____ @ _____

Student's Signature: _____ Date: _____

Replacement fees are to be paid to the Cuesta College Cashier's Office by cash (do not mail cash) or by check/money orders. Clear any holds or obligations on your account or your request will not be processed. Allow up to 10 days processing.

Indicate your order below:

Associate in Arts/Associate in Science Degree: \$10.00 per replacement

- 1) Major: _____ Term: Spring Summer Fall & Year Received: _____
- 2) Major: _____ Term: Spring Summer Fall & Year Received: _____
- 3) Major: _____ Term: Spring Summer Fall & Year Received: _____

Certificate of Achievement (formerly Certificate of Proficiency): \$5.00 per replacement

- 1) Major: _____ Term: Spring Summer Fall & Year Received: _____
- 2) Major: _____ Term: Spring Summer Fall & Year Received: _____

Certificate of Specialization (formerly Certificate of Completion): \$5.00 per replacement

- 1) Major: _____ Term: Spring Summer Fall & Year Received: _____
- 2) Major: _____ Term: Spring Summer Fall & Year Received: _____

PAYMENT INFORMATION

- **Check or Money Order Payment:** Make check or money order payable to Cuesta College. Print your name and student ID number on your check/money order and submit with this form.
- **Cash:** Please do not send cash through the mail. Cash payments should be made in-person at the Cashier's Office on the San Luis Obispo Campus.

Submit this form along with payment to:

U.S. Postal Service address:
CUESTA COLLEGE EVALUATIONS OFFICE
P.O. BOX 8106
SAN LUIS OBISPO CA 93403-8106

Fed Ex (Shipping/Receiving) Address:
CUESTA COLLEGE EVALUATIONS OFFICE
1504 COLUSA AVENUE
SAN LUIS OBISPO CA 93405

OFFICE USE ONLY Fees paid: _____ Processed by: _____ Date: _____