

# Official Request for Duplicate Diploma

# Casa Loma College

Van Nuys Campus | 6725 Kester Ave. | Van Nuys | CA | 91405 | Phone 818.785.2726 | FAX 818.785.2191

The completion of this form is required when requesting a duplicate diploma.

Program Enrolled	<input type="checkbox"/> LVN	<input type="checkbox"/> MA	<input type="checkbox"/> MRI	<input type="checkbox"/> MIBC	<input type="checkbox"/> PTA	<input type="checkbox"/> DMS	<input type="checkbox"/> TEM
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Name (while enrolled in Casa Loma) \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of  Graduation \_\_\_\_\_

New Name (after leaving Casa Loma) \_\_\_\_\_

Current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

*The name on the Diploma will be the name you were registered by while attending Casa Loma College*

Mail Diploma to \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I will pick up Diploma

We accept Visa, MasterCard, American Express, and Discovery, Money Orders or Cash payments.

**Personal Checks are not accepted**

*Fax or Mail to the above address, Attention: Student Accounts.*

**Fee for Duplicate Diploma = \$20.00**

Please allow **10 business days** for processing duplicate diploma. **Processing time does not include mailing time**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**DO NOT WRITE INSIDE THIS BOX - OFFICE USE ONLY**

Financial Aid Release: Signed by: F/A Officer \_\_\_\_\_ Date \_\_\_\_\_

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### Credit Card Information

Graduate's Name _____		
Name on Credit Card _____		
Billing Address _____		
City _____	State _____	Zip Code _____
Phone _____	Email _____	
To charge, Indicate <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discovery		
Credit Card Number: _____		CVV# _____
Total amount to be charged: \$ _____		
Signature _____		Exp. Date _____

Please be aware that if you are paying for your diploma with a credit card, the diploma will not be prepared until the charge has been authorized by the credit card issuer.

**Note: A duplicate diploma cannot be released if student has any unpaid fees or obligations**