



Fill out this form completely and email it to extension@ucsc.edu to receive a duplicate copy of your Certificate. You may also mail this form to: Records Office, UCSC Silicon Valley Extension, 3175 Bowers Ave., Santa Clara, CA 95054

Forms and information: <https://www.ucsc-extension.edu/resources/forms/>

Name in Full _____ Date of Birth _____

Mailing Address _____
Street

City _____ State _____ Zip _____

Daytime Phone Number (_____) _____ Email Address _____

The cost for a duplicate certificate is \$50.

Please indicate the quantity of duplicate certificates you are requesting: _____

PAYMENT INFORMATION: Your request is not complete until your payment is made.

After your request is received, you will be e-mailed an invoice for the duplicate fees within two business days. Please pay this invoice by logging in to your student account at <https://www.ucsc-extension.edu/login>. Once logged in select My Account and choose the Pay Balance option.

Once the payment is processed, you will receive a payment confirmation. Please forward that payment confirmation to extension@ucsc.edu.

SIGNATURE _____ Date _____

All requests must be signed by the student or legal representative

Duplicate Certificate Information

Name of Certificate _____

Certificate Completion Date _____ / _____ / _____
Month Day Year