

**UNIVERSITY OF HAWAII • KAPI'OLANI COMMUNITY COLLEGE**

Kekaulike Information and Service Center (KISC)  
4303 Diamond Head Road, 'Ilima 102 • Honolulu, Hawaii 96816-4421  
Phone: (808) 734-9555 • Fax: (808) 734-9896 • E-mail: kapinfo@hawaii.edu

**REQUEST FOR DUPLICATE COPY OF DEGREE OR CERTIFICATE**

Instructions:

1. Only copies of Associate Degree and Certificates of Achievement may be ordered through KISC. Students desiring copies of Certificates of Completion should contact the department, which issued the certificate.
2. This completed form should be submitted with the \$15.00 fee (charge for this service) to KISC.
3. The name on the duplicate copy must be printed exactly the same as on the original.
4. Processing time is approximately 60 to 90 days.
5. The duplicate copy must be picked up at KISC and will be mailed only if the recipient is not on Oahu.
6. Please print.

Current Name \_\_\_\_\_ SSN/ID Number: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Number Street Apt. No  
City State Zip Code Email Address \_\_\_\_\_

Name on Original Degree/Certificate \_\_\_\_\_  
First MI Last

Type (Check one):  Associate Degree  Certificate of Achievement  Academic Subject Certificate

Major \_\_\_\_\_ Date Issued \_\_\_\_\_

*I request that a duplicate copy of the above degree or certificate be issued to me.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Banner ID \_\_\_\_\_ Verify degree/major \_\_\_\_\_ Semester \_\_\_\_\_

\$15.00 Fee Posted By \_\_\_\_\_ Date \_\_\_\_\_ Cashier: Payment Received By \_\_\_\_\_ Date \_\_\_\_\_

Duplicate Copy Ordered By \_\_\_\_\_ Date \_\_\_\_\_ Duplicate Copy Received By \_\_\_\_\_ Date \_\_\_\_\_

Mailed to Student By \_\_\_\_\_ Date \_\_\_\_\_ Comments \_\_\_\_\_

Student Pick Up at KISC By (signature) \_\_\_\_\_ Date \_\_\_\_\_