



Request to Reissue a Certificate

Complete this form and return it to Tseng College Office of Admissions, Registration and Client Services by email. A \$25.00 per copy processing fee will be charged to the students CSUN Portal account. Once the fee has been paid it can take up to 4-6 weeks for processing. The following payment methods are accepted through the CSUN Portal: Visa, MasterCard and Electronic Check. Official University communication is sent to your CSUN email.

PRINT CLEARLY

CSUN Student ID Number (9-digit): _____ Date of Birth (MM/DD/YEAR): _____

PRINT NAME AS IT APPEARS ON YOUR CURRENT CSUN RECORD:

First Name: _____ Middle: _____ Last Name: _____

Maiden/Other Names: First: _____ Middle: _____ Last: _____

Address: _____ Apt/Unit #: _____

City: _____ State: _____ Zip Code: _____

(Area Code) Telephone: _____ Email: _____

Certificate Program: _____

Completion Date (term & year): Fall: Year _____ Spring: Year _____ Summer: Year _____

PRINT FIRST NAME, MIDDLE OR INITIAL, AND LAST NAME AS YOU WISH THEM TO APPEAR ON YOUR CERTIFICATE:

First Name: _____ Middle: _____ Last Name: _____

The FIRST and LAST name must be the SAME as the name on your University records. Middle names may vary only in length. For example, if your record reflects an initial for your middle name, you may indicate your full name for certificate printing purposes. Print or type your name as you wish it to appear on your certificate and include any diacritical marks (~, ^, ` , etc.).

MAIL CERTIFICATE TO: **Check the box if Mailing Address is the same as address above**

Address: _____ Apt/Unit #: _____

City: _____ State: _____ Zip Code: _____

NUMBER OF COPIES: _____ at \$25 per copy

Student's Signature: _____ Date: _____

OFFICE USE ONLY

Processed (Y/N): _____ Date: _____ By: _____ Comments: _____