



# Prince Mohammad Bin Fahd University

## Office of the Registrar

Office of the Registrar Use Only

Autodate/time: \_\_\_\_\_

SN# \_\_\_\_\_

### Request of Duplicate Original Graduation Certificate

|                        |  |                     |  |
|------------------------|--|---------------------|--|
| Student Name           |  | College             |  |
| Student ID             |  | Major               |  |
| Mobile Number          |  | Graduation Semester |  |
| Personal Email Address |  |                     |  |

Provide Reason

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

### For Vice President - Student Affairs Use Only

Approved

Declined

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

### For Official Use Only

Processed by Accounting Office (Charge: 500 SAR)

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

Released by Registrar Office

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

### Notes

|   |  |  |  |
|---|--|--|--|
| First Original Graduation Certificate Serial Number |  | New Graduation Certificate Serial Number |  |
|---|--|--|--|

### Acknowledgement Receipt

Received by

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|