



Office of the Registrar
 University of the Pacific
 3601 Pacific Ave.
 Stockton, CA 95211
registrar@pacific.edu

DUPLICATE DIPLOMA REQUEST

INSTRUCTIONS:

Complete form and return with a \$50 check made payable to University of the Pacific to the following address:

University of the Pacific
 Office of the Registrar
 c/o Diploma Services
 3601 Pacific Avenue
 Stockton, CA 95211

PLEASE NOTE THE FOLLOWING:

1. Email or faxed requests cannot be honored.
2. The duplicate diploma will reflect your official graduation date and information. However, the duplicate will bear the signatures of the current officers of the University.
3. The statement "duplicate" will appear at the bottom of the diploma.
4. Duplicate diplomas will not be released if financial obligations to the University of the Pacific are not satisfied. Please contact Student Accounts at 209-946-2517 with questions regarding your account.
5. Diploma orders are made once a month (typically mid-month). Once the order is submitted, you will receive the duplicate diploma in the mail after ten business days.

REASON FOR APPLICATION:

- Original diploma has been lost or damaged.
 Other _____

DIPLOMA/MAILING INFORMATION:

Legal Name: _____ Date of Birth: _____

Former Name: _____

University ID Number (or SSN): _____ School/College: _____

Major: _____ Degree: _____ Date of Graduation: ____/____/____
 (mo/yr)

Name (as it should appear on diploma): _____

Permanent Address:

Street Address: _____

City: _____ State: _____ ZIP: _____ Country: _____

Phone: _____ Email: _____

 Student Signature

 Date

OFFICE USE ONLY

Date Request Received _____

Payment received

Account holds verified

Duplicate Order Date _____

Duplicate Mailed Date _____