

# California State University, Long Beach

Enrollment Services

## DUPLICATE DIPLOMA/CERTIFICATE ORDER

Today's Date: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
SSN: (Last Four Digits) \_\_\_\_\_ Date of Birth: (Month/Day/Year) \_\_\_\_\_  
Term Graduated: \_\_\_\_\_ Degree Earned: BA BS MA MS Doctorate  
Major: \_\_\_\_\_ Concentration/Emphasis: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Your name on your duplicate diploma/certificate will appear exactly as it does on your original diploma. If your name has changed since the issuance of your original diploma, please submit a Name/Address Change Request form to Enrollment Services. This form is located on CSULB's Enrollment Services website at:**

[http://www.csulb.edu/depts/enrollment/assets/pdf/name\\_change.pdf](http://www.csulb.edu/depts/enrollment/assets/pdf/name_change.pdf).

If you are filing a name change, check:

Please indicate your delivery preference: Mailed:  Pick-Up:

**Your diploma(s) will be sent to the mailing address on file with the University unless you indicate a different address below:**

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of diploma(s) ordered: \_\_\_\_\_ \$ 20.00 charge for the first diploma.

Total amount enclosed: \_\_\_\_\_ \$10.00 charge for each additional diploma.

**Signature:** \_\_\_\_\_

Submit this order form and a check payable to California State University, Long Beach:

**CSULB Office of Enrollment Services  
Diploma Desk  
1250 Bellflower Blvd.  
Long Beach, CA 90840**

Processing requires approximately 4-6 weeks from receipt of your order.

To obtain degree verification without ordering a diploma, contact the National Student Clearing House at (703) 742-4200 or go to [www.degreeverify.com](http://www.degreeverify.com)