



Santa Barbara City College
Admissions & Records
Diploma/Certificate/SCA Mailing Request

Instructions

I have submitted the Application for Degree or Certificate of Achievement or the Skills Competency Award Application

1. Diplomas/Certificates are available no sooner than the following:

- Fall Diplomas/Certificates are available late March
- Spring Diplomas/Certificates are available late September
- Summer Diplomas/Certificates are available late October

Note: The availability of Skills Competency Awards will vary. The mailing request form does not apply to Department Awards. Additional charges apply for duplicate diplomas. Go to www.sbccc.edu/admissions/diplomas.php for more information.

2. Diplomas/Certificates/Awards will not be released if you have outstanding financial obligations to SBCC. Check your Pipeline account for any financial holds.
3. Submit completed form and your check (payable to SBCC) for mailing fees to SBCC Admissions & Records, 721 Cliff Drive, Santa Barbara, CA 93109.
4. Faxed forms will ONLY be accepted if you select to have the mailing fees charged to your Pipeline student account. Fax your completed form to (805) 962-0497.
5. Diplomas/Certificates/Awards are sent First Class Mail to U.S. addresses and by Airmail to international addresses. Mailing fees are subject to change without notice.

Please mail my diplomas/certificates/awards to:

Name			SBCC ID number (K0000000)	
Street Mailing Address	City	State	Zip/Postal Code	Country
Phone		E-mail		

Degree Earned	Major(s)	Term Awarded	Year Awarded
__AA/AS __CA __SCA		__Fall __Spring __Summer	
__AA/AS __CA __SCA		__Fall __Spring __Summer	

Fees and Payment (select one)

\$6.50 Total mailing fee for all Diplomas/Certificates/Awards sent to a U.S. address

\$10.00 Total mailing fee for all Diplomas/Certificates/Awards sent to an international address

- Charge the mailing fee to my Pipeline student account. The fee will be charged upon mailing. It is my responsibility to log in and pay fees. I acknowledge that failure to do so will result in a financial hold placed on my record.
- Check enclosed. Make payable to SBCC and include your SBCC ID number on the check.

Student Signature	Date
--------------------------	-------------

OFFICE USE ONLY					
__Holds	__Check Received	__Assessed to Student Account	_____Ordered/Printed	_____Date Mailed	Processed by _____