

REQUEST TO REISSUE DIPLOMA OR CERTIFICATEName _____ Phone _____
Last First Middle Suffix (e.g., Jr.)

Mailing Address _____ E-mail _____

City _____ State _____ ZIP _____ Country (if not U.S.) _____

Date of Graduation _____ MyAccess ID or SAA User ID (if known) _____ SSN _____

School & Major _____ Degree (e.g., Ph.D., M.D., Certificate) _____

REASON FOR REQUEST

- My previous diploma or certificate was damaged. I have attached or enclosed my previous diploma or certificate.
- My previous diploma or certificate was lost or destroyed. The circumstances of the loss or destruction are:

Use a separate form for each diploma or certificate. Please allow 3–4 months for processing.

The name on your diploma will match your name in our records. If you are requesting a reissued diploma or certificate because you changed your name, do not use this form. Instead, use our *Petition for Name Change After Graduation*.

MAILING INFORMATION

When my diploma or certificate arrives:

- Please notify me and hold it for pickup.
- Please mail it to me (\$20 fee).

FEES & PAYMENT

Diploma/certificate reissue fee is \$50 per diploma or certificate. Optional mailing fee is \$20 per diploma or certificate.

- Check or money order payable to UC Regents
- Visa / MasterCard / Discover / American Express Card No. _____
Expiration Date _____

CERTIFICATION

I declare under penalty of perjury that the foregoing information is true and correct.

Signature _____ Date _____

⇒ If you present this form in person at the Office of the Registrar, please bring photo identification and sign in the presence of our staff.

If you mail this form, we require you to notarize it.

For office use only

Received by _____ Date _____

Date diploma ordered _____ Date diploma mailed or notification card sent _____