

Duplicate Diploma/Certificate Request Form

INSTRUCTIONS:

1. Submit completed form accompanied by check or money order payable to Chapman University, Office of the University Registrar, Attention-Conferral, One University Drive, Orange, CA 92866. The fee for a duplicate diploma or certificate fee is \$25.00. For international shipping, there is an additional \$25.00 fee.
2. Allow **two to four weeks** for delivery of duplicate diploma or certificate.
3. If paying by credit card, contact the Chapman University Cashier's Department at (714) 997-6838. Fax the Duplicate Diploma/Certificate Request Form to Chapman University, Office of the University Registrar, Attention Conferral. Fax number: (714) 628-3402
4. If the original diploma name is different from your current name, and if you want the duplicate diploma issued in your current name, you must submit two forms of identification so your permanent record is changed to your current name.
5. Duplicate diploma or certificate will bear the signatures of the current officials of the University.
6. **Duplicate diploma or certificate will not be issued if the student account has a hold.**

Status of diploma or certificate order, please email conferral@chapman.edu or call (714) 997-6701.

Please print:

Name on original diploma/certificate:			
Requested (New) diploma/certificate name:			
Student ID # or last four digit of Social Security #:			Date of Birth:
Month/Year Degree awarded:	Degree received (i.e. BA):	Major:	
Month/Year Certificate awarded:	Certificate received:		
Mailing Address - Street			Country:
City:	State:	Zip Code:	Province:
Day phone:	Cell phone:	Email address:	
Comment (Indicate accent mark to diploma/certificate name):			

For Office Use Only

Payment: <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	Date form received:	Date mailed:
<input type="checkbox"/> Hold verified	<input type="checkbox"/> Degree/certificate verified	