

**ADDITIONAL DIPLOMA/CERTIFICATE REQUEST FORM**

**LAW STUDENTS – DO NOT USE THIS FORM. CONTACT THE LAW SCHOOL REGISTRAR AT 415-442-6620.**

Golden Gate University issues one diploma upon graduation or one certificate upon completion of a certificate program. To request an additional copy, fill out this form and submit it, along with payment to: Golden Gate University, Office of Records and Registration, 536 Mission Street, San Francisco, CA 94105-2968; or fax it to **415-442-7223**; or e-mail to [records@ggu.edu](mailto:records@ggu.edu).

- Rush orders will be sent within 3 business days and regular orders will be sent within 10 business days.
- We do not refund fees for cancelled requests.
- We do not release documents for students with unresolved financial obligations with the university. If we find an obligation exists, the Office of Student Accounting Services will contact you. If you do not resolve the matter within 30 days, we will return your request, along with any payments you have submitted.
- If you have questions, call 415-442-7200 or e-mail [records@ggu.edu](mailto:records@ggu.edu).

Name on GGU Academic Record: \_\_\_\_\_  
last (family/legal) name      first (given) name      middle name or initial

Name as You Would Like It to Appear on Your Document: \_\_\_\_\_

**If you wish to have your document issued in a name that differs from the one the university has on record for you, you must attach documentation verifying a legal name change, such as a photocopy of a marriage license, passport, Social Security card or other legal document. The university will change your name in our records to reflect this new name.**

GGU ID or Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
month / day / year

Completion Date: \_\_\_\_\_ Program Title: \_\_\_\_\_  
month / year

Address Where You Want the Document Mailed: \_\_\_\_\_  
street      city      state      zip      country

Home Address: \_\_\_\_\_  
street      city      state      zip      country

Daytime Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Check all fees that apply:**

Document Fee:  \$50 Diploma/Certificate suitable for framing **or**;  \$10 Notarized diploma for authentication outside the U.S.

Transcript Fee:  \$12 Official transcript to be included with notarized with diploma

Rush Processing Fee:  \$20 Domestic shipping       \$30 International shipping

**Method of Payment:**  Cash       Check or money order (made out to "Golden Gate University")

American Express       Discover       MasterCard       Visa (enter credit card number below)

Records Office:  
 Date Sent: \_\_\_\_\_  
 Initials: \_\_\_\_\_

Student Account Status:  
 OK       HOLD

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Cashier: Cut and shred after processing payment

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_