DIPLOMA RE-ORDER REQUEST FORM

Complete form and attach check payable to "UC Regents"

Student Name: _____ Last _____ First _____ Middle _____ Suffix

_____ Student ID# / SS# _____ Street Address City State Zip _____ Phone #

_____ College _____ Confer Date _____ Email

☐ University Honors: _____ (Type of Honors) ☐ College Honors

☐ Department Honors: _____ (Type of Honors)

Major 1: _____ Degree Awarded: _____

Major 2: _____ Degree Awarded: _____

Signed By: _____ Date: _____

Re-order Request:

A reissued notation will appear on the new diploma.

Original lost or destroyed ☐

Original never received ☐
(Fee waived if within one year of graduation)

Name change (diploma only) ☐
(Student must return diploma & provide name change documentation)

No reissued notation will appear on the new diploma.

Vendor error ☐
(Student must return issued diploma)

UCSC error ☐
(Student must return issued diploma)

FOR OFFICE USE ONLY

Payment Information: ☐ $60.00 fee paid Check ☐ $60.00 fee paid Cash ☐ $60.00 fee Waived

$60.00 fee not paid: ☐ Emailed Student ☐ Phoned Student ☐ Wrote Student *Date:* _____

Re-order requested: _____ Date Initials

Information input into Excel file: _____ Date Initials

Re-ordered diploma received from vendor: _____ Date Initials

Re-ordered diploma mailed to student: _____ Date Initials

Picked-up by student: _____ Date Initials