



OFFICE OF THE REGISTRAR

Registrar, 1156 High Street, Santa Cruz, CA 95064  
Phone (831) 459-4412 • FAX (831) 459-5051  
registrar@ucsc.edu

## DIPLOMA NOTARIZATION REQUEST FORM INSTRUCTIONS

If you need your diploma notarized, have a **copy** of your diploma notarized instead of the original unless a country requires that the original diploma be notarized for visa purposes, etc. If a country requires that the original diploma be notarized, your original diploma may become the possession of that country; in this case, you need to order a copy of your diploma. *Please note:* the copy of your diploma will carry the following notation: UPON REQUEST OF THE AWARDEE, THIS DOCUMENT WAS REISSUED IN [Date Issued], TO REPLACE THE ORIGINAL THAT WAS LOST OR DESTROYED. SIGNATURES MAY VARY.

For your request to be completed in a timely manner, please be sure to follow these instructions carefully. Please note: the processing time for each request is approximately one week from receipt of all required documentation to the Office of the Registrar (this does not include mailing time). If you are working with a deadline, please contact our office at 831-459-4412 to verify the currently estimated processing times.

Supply the following documents for processing of this request (all are required):

1. Your original diploma
2. Diploma Notarization Request Form, completed, signed and dated
3. Payment by cash, or payment by check, money order, or cashier's check made payable to "UC Regents."

Send these documents to:

Office of the Registrar, ATTN: Notary  
190 Hahn Student Services  
1156 High Street. Santa Cruz, CA 95064

Additional questions or concerns? Please call 831-459-4412 or send e-mail to registrar@ucsc.edu.

Additional information can be found online at <http://registrar.ucsc.edu/faqs/students/notarization.html>.

Revised: 07/03/2017

### DIVISION OF UNDERGRADUATE EDUCATION

Rachel Carson College • Cowell College • Crown College • Kresge College • Merrill College • Oakes College • Porter College • Stevenson College  
Campus Orientation • Enrollment Management • Financial Aid and Scholarships • Office of the Registrar • Undergraduate Admissions  
Campus Advising Coordination • Educational Partnership Center • Office of the Vice Provost and Dean • Summer Session



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DIPLOMA NOTARIZATION REQUEST FORM

Mail this request to the Office of the Registrar

Name on UCSC Records: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Student ID or SSN: \_\_\_\_\_ DOB (mm/dd/yy): \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Degree Award Date: \_\_\_\_\_

\_\_\_\_ Number of copies requested X \$23 each = \$ \_\_\_\_\_

ADDITIONAL PROCESSING OPTIONS

\_\_\_\_ Express Mailing (USA only) X \$25/address = \$ \_\_\_\_\_

\_\_\_\_ International Standard Mailing X \$5/address = \$ \_\_\_\_\_

\_\_\_\_ International Express Mailing X \$30/address = \$ \_\_\_\_\_

\_\_\_\_ Signed and Sealed Envelope X \$23/copy = \$ \_\_\_\_\_

TOTAL = \$ \_\_\_\_\_

Phone number of addressee (required): \_\_\_\_\_

Make checks or money orders payable to the UC Regents.

Mail the notarized documents to the address below.

I will pick up my notarized copies.

Attention: \_\_\_\_\_ (Institution name, if applicable \_\_\_\_\_)

Street: \_\_\_\_\_

City: \_\_\_\_\_ (International, add mailing code: \_\_\_\_\_)

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ (International, add country name: \_\_\_\_\_)

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

For Office Use Only

BA  BS  BM  MS  MA  PhD  EdD  Certificate

Major(s): \_\_\_\_\_ Award Date: \_\_\_\_\_

College: \_\_\_\_\_ Honors Awarded:  N/A  Major  College  University

Fee Posted \_\_\_\_\_ Check# \_\_\_\_\_ Cash Amount \$ \_\_\_\_\_

Revised: 07/03/2017

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