



OFFICE OF THE REGISTRAR

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

## DIPLOMA RE-ORDER REQUEST

### REQUESTOR

Name (Last, First, Middle) \_\_\_\_\_

Student ID \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

College \_\_\_\_\_

Major 1 \_\_\_\_\_ Date Degree Awarded \_\_\_\_\_

Major 2 \_\_\_\_\_ Date Degree Awarded \_\_\_\_\_

University Honors  College Honors  Department Honors

Original diploma did not arrive or was lost. (Fee waived if within one year of graduation.)

Original diploma arrived damaged. (Return the damaged diploma to UCSC.)

Change my name on my diploma. (Return the original diploma to UCSC along with change-of-name documentation.)

Name to appear on diploma (Last, First, Middle) \_\_\_\_\_

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

A notation will appear on the bottom of the reissued diploma. This small notation is usually hidden when the diploma is framed. Diplomas usually arrive within four weeks of ordering. Expedited services are available for an extra fee (listed below). Turn-around time begins when this request form is received by the Registrar's Office.

Fees:  Re-order fee \$75. Extras:  One-day processing, Domestic \$165  One-day processing, International \$200

Five-Day Processing, Domestic \$160  Five-Day Processing - International \$195

Total \_\_\_\_\_ Make checks payable to UC Regents.

#### For Office Use Only

Paid by  Check  Cash  Re-order fee waived Graduation term \_\_\_\_\_

Posted to Student Account on date \_\_\_\_\_

Processed on date \_\_\_\_\_

Adviser's Initials \_\_\_\_\_