



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 form and 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. Expedited diplomas are mailed with UPS Express Mailing services. All other diplomas are mailed with standard mailing services. Delivery times vary per country. Processing time does not include mailing.

- 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 _____