

## REQUEST TO REISSUE DIPLOMA OR CERTIFICATE

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last First Middle Suffix (e.g., Jr.)

Mailing Address \_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country (if not U.S.) \_\_\_\_\_

Date of Graduation \_\_\_\_\_ MyAccess ID or UCID (if known) \_\_\_\_\_ Date of Birth \_\_\_\_\_

School & Major \_\_\_\_\_ Degree (e.g., Ph.D., M.D., Certificate) \_\_\_\_\_

### REASON FOR REQUEST

- ☐ My previous diploma or certificate was damaged. I have attached or enclosed my previous diploma or certificate.
- ☐ My previous diploma or certificate was lost or destroyed. The circumstances of the loss or destruction are:

\_\_\_\_\_

*Use a separate form for each diploma or certificate. Please allow 3–4 months for processing.*

*The name on your diploma will match your name in our records. If you are requesting a reissued diploma or certificate because you changed your name, do not use this form. Instead, use our Petition for Name Change After Graduation.*

### MAILING INFORMATION

When my diploma or certificate arrives:

- ☐ Please notify me and hold it for pickup.
- ☐ Please mail it to me (\$20 fee).

### FEES & PAYMENT

Diploma/certificate reissue fee is \$50 per diploma or certificate. Optional mailing fee is \$20 per diploma or certificate.

- ☐ Check or money order payable to UC Regents
- ☐ Visa / MasterCard / Discover / American Express Card No. \_\_\_\_\_  
Expiration Date \_\_\_\_\_

### CERTIFICATION

I declare under penalty of perjury that the foregoing information is true and correct.

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

⇒ If you present this form in person at the Office of the Registrar, please bring photo identification and sign in the presence of our staff.

If you mail this form, **we require you to notarize it.**

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*For office use only*

Received by \_\_\_\_\_ Date \_\_\_\_\_

Date diploma ordered \_\_\_\_\_ Date diploma mailed or notification card sent \_\_\_\_\_