DIPLOMA MAILING REQUEST

PRINT NAME
______________________________________________________
FIRST MIDDLE LAST

The name on your diploma will be your name in our records as of your last quarter of registration.

ADDRESS
______________________________________________________

CITY __________________ STATE ______ ZIP ____________

PHONE __________________ E-MAIL ____________________________

PROGRAM __________________ DEGREE _______________________

DEGREE DATE _______________________________________________

___________________________________________________________

A signature will be required upon delivery.

Diplomas for current graduates will be available approximately 8 to 12 weeks after degree conferral date.

The mailing fee is $20; however, we will mail diplomas at no charge for School of Nursing students (MEPN, DNP, Supplemental Studies, Nursing MS, Nursing PhD, and Sociology PhD) who graduated in spring 2006 or later, Master of Translational Medicine students who graduated in spring 2020 or later, and School of Pharmacy students who graduated between fall 2006 and fall 2012. To receive your diploma by mail, choose your payment method below and send this form to:

Transcript and Diploma Unit
UCSF Office the Registrar
UCSF Box 0244
500 Parnassus Avenue MU-200W
San Francisco CA 94143

PAYMENT METHOD

☐ Check or money order (payable to UC Regents)
☐ Credit card (Visa, MasterCard, Discover, American Express)

Card No. (or phone number if e-mailed — see below) Exp. Date

For credit-card payments only, you may fax your form to (415) 476-9690. Payment card industry policy prohibits us from accepting credit card information by e-mail. If you need to submit this form by e-mail, please enter your daytime telephone number in the “Card No.” field, and we will call you to ask for your credit card information. Our e-mail address is registrar@ucsf.edu.

Please allow one to two weeks for processing.