DIPLOMA MAILING REQUEST

PRINT NAME

____________________________________________________________________
F I R S T      M I D D L E      L A S T
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, MS, Nursing PhD, and Sociology PhD) who graduated between spring 2006 and the present 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)

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

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.