

UCSD - Replacement Diploma Request Form

A replacement diploma may be requested if your original diplomas has been lost or destroyed, or your name has been changed since graduation. To obtain a replacement diploma, you must complete and sign this form and submit your form with the required fees. Any changes to your order must be submitted to academicrecords@ucsd.edu.

Name as it appears on UCSD Records:	Date of Birth:	Student ID (If known):
-------------------------------------	----------------	------------------------

Email Address:	Phone Number:
----------------	---------------

My name has changed since graduation and I am requesting a diploma with my new name.

****IMPORTANT:** This option requires the submission of a **Request for Name Change** with supporting documentation to ensure that the name that appears on your UCSD records agrees with the name that appears on your diploma.

<p>Degree Awarded: _____</p> <p>College: _____</p> <p>Major: _____</p> <p>Term Awarded: _____</p>	<p>Diploma Mailing Address: Include your street address; city; state; zip code:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--

Check one: Diploma Fee Waiver - \$0.00 **Please call (858) 534-3144** for more information

Undergraduate/Graduate - \$60.00 SOM/SSPPS - \$75.00

Standard Delivery takes approx. 6 to 8 weeks (once request form has been received).

Rush Delivery Additional - \$32.00 (non PO Box domestic), \$77.00 (international)

Rush Delivery takes approx. 6 to 8 business days (once request form has been received). If request and payment is mailed with tracking, please email tracking number to academicrecords@ucsd.edu.

***PAYMENT & MAILING:** ONLY check or money order (Payment should be made out to "UC Regents")

- If no payment is required, email the completed form to academicrecords@ucsd.edu.
- Mailing via **USPS:** UCSD Registrar's Office, ATTN: Chris Glover, 9500 Gilman Drive #0022, La Jolla CA 92093-0022
- Mailing via **non-USPS courier:** UCSD Registrar's Office, ATTN: Chris Glover, 7835 Trade St, San Diego CA 92121

I understand the replacement diploma will bear the signatures of the current state and university officials. I also understand that a reissue date will be printed at the bottom of my diploma.

Student Signature: _____ Date: _____