



# Diploma/Certificate Replacement Request Form

**PLEASE COMPLETE THE BELOW:**

- First, check the box selecting the product option
- Second, check the box selecting the shipping option
- Third, submit paper request with payment

**REPLACEMENT OPTIONS:**

**\*DIPLOMA FEES:**

*Check Box*

*Number of Replacement*

\$20.00 Each Replacement Diploma (REPLDIPLOMA)

I would like \_\_\_ Diploma(s)

\$20.00 Each Replacement Diploma Cover (DIPLOMACOVER)

I would like \_\_\_ Cover(s)

**\*Graduation/Commencement fees include 1 original diploma with cover.**

**CERTIFICATE FEES:**

\$10.00 for each Certificate (CERTIFICATE)

I would like \_\_\_ Certificate(s)

(Graduate/Post-Baccalaureate Only)

**SHIPPING OPTIONS:**

**DOMESTIC DESTINATION:**

*Check Box*

**\*Standard Service – included w/Replacement Option Fees**

***Rush orders are not available at this time and will resume in August 2024***

**INTERNATIONAL DESTINATION (Pricing varies from \$90.00 - \$250.00)**

**Service Options** – Call for exact pricing (916) 278-7757 or (916) 278-1000 [Select Option 4] (INTLRUSH)

- **Orders are bulk processed for printing, with delivery upon completion of all documents submitted, and are then mailed out in bulk.**

**PAYMENT (Options Currently Available):**

**CHECK/MONEY ORDER PAYABLE TO SACRAMENTO STATE**

**Mail Option** – Sacramento State, Bursar’s Office  
6000 J Street, Lassen Hall, MS 6052  
Sacramento, CA 95819

**Submit in Person** – Sacramento State, Bursar’s Office  
Lassen Hall, Room 1001

## REQUIRED INFORMATION TO COMPLETE YOUR REQUEST

*Please clearly provide the below information in blue or black ink  
NAME will print on the diploma as completed in the fields below*

**NAME** (Recommended the name printed on your diploma match your official legal name. Preferred name may be used, however Third parties in receipt of your diploma will NOT be able to verify your degree, as a degree verification includes confirming a full legal name).

**Legal Name:**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

**Preferred Name** (Complete only if you would like this name on the Diploma):

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_

**DEGREE INFORMATION:**

Degree Type: \_\_\_\_\_  
(BA, BS, MA, MS, etc.)

Graduation: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Major: \_\_\_\_\_

**CERTIFICATE INFORMATION:**

Certificate Of: \_\_\_\_\_

Certificate Issued: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**ADDRESS FOR SHIPPING INFORMATION ONLY:**

Street Name/Number or PO Box: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Total fees included with Diploma/Certificate/Shipping request: \$ \_\_\_\_\_

**STUDENT'S SIGNATURE (REQUIRED):**

\_\_\_\_\_ DATE \_\_\_\_\_