



Diploma Replacement

CALIFORNIA STATE UNIVERSITY MONTEREY BAY
 OFFICE OF THE REGISTRAR
 STUDENT SERVICES BUILDING
 100 CAMPUS CENTER • SEASIDE, CA 93955
 PHONE (831) 582-3085 • FAX (831) 582-3087

Instructions: This form is used when requesting a replacement diploma. Please complete the form online.

1. Complete Part 1 (student information), Part 2 (review important name information), Part 3 (address information)
2. Submit completed form to the Campus Service Center by mail or in-person. There is a \$50 fee associated with each diploma replacement due at the time of submission.

Part 1: Student Information

STUDENT ID		SIGNATURE	
FIRST NAME	MIDDLE NAME or INITIAL	LAST NAME	
PHONE NUMBER	E-MAIL ADDRESS		
DEGREE AWARDED <input type="checkbox"/> Bachelor's or <input type="checkbox"/> Master's		TERM/YEAR DEGREE AWARDED (Select one and indicate year) <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____	
DEGREE MAJOR			QUANTITY REQUESTED

Part 2: Important Name Information

Your first and last name will appear on your diploma exactly as it appears on your official Cal State Monterey Bay record. Please use the boxes at the top of this form to spell out your middle name or to clarify special punctuation required, such as accents, tildes, etc. In order to make an official name change, a request must be processed through the Office of the Registrar.

Part 3: Address Information

Diplomas are ordered three times per year: early March, early August, and early October. Your diploma replacement will be included in the diploma order next available from the time you submit your request. Please choose a delivery option below and be sure to indicate an address that will be valid at the time of the next available diploma order.

- PICK UP IN REGISTRAR'S OFFICE
- MAIL TO ADDRESS (listed below)

ADDRESS		
CITY	STATE	ZIP

Please note: if you did not receive your original diploma, you must indicate an alternate mailing address above or pick up in the Registrar's Office. Your diploma cannot be mailed to an address where a previous diploma was not received.

For questions regarding the status of your diploma replacement order, please email graduation@csumb.edu.

DEPARTMENT USE ONLY		
Diploma Replacement Fee: \$50.00 each	Paid Date:	Cashiered By:
Processed By:	Date Ordered:	