



Office of the Registrar
 University of the Pacific
 Knoles Hall
 3601 Pacific Ave
 Stockton, CA 95211

Duplicate Diploma Request Form

INSTRUCTIONS:

Complete form and return with a \$50 check made payable to University of the Pacific to the following address:

University of the Pacific
 Office of the Registrar
 c/o Diploma Services
 3601 Pacific Avenue
 Stockton, CA 95211

PLEASE NOTE THE FOLLOWING:

1. Email or faxed requests cannot be honored.
2. The duplicate diploma will reflect your official graduation date and information. However, the duplicate will bear the signatures of the current officers of the University.
3. The statement "duplicate" will appear at the bottom of the diploma.
4. Duplicate diplomas will not be released if financial obligations to the University of the Pacific are not satisfied. Please contact Student Accounts at 209-946-2446 with questions regarding your account.
5. Diploma orders are made once a month (typically mid-month). Once the order is submitted, you will receive the duplicate diploma in the mail after ten business days.

REASON FOR APPLICATION:

- Original diploma has been lost or damaged.
 Other _____

DIPLOMA/MAILING INFORMATION:

Legal Name: _____ Date of Birth: _____
 Former Name: _____
 Student ID: (or SS#): _____ School/College: _____
 Major: _____ Degree: _____ Date of Graduation: ____/____/____
 (mo/yr)
 Name (as it should appear on diploma): _____
 Permanent Address:
 Street Address: _____
 City: _____ State: _____ ZIP: _____ Country: _____
 Phone: _____ Email: _____

 Student Signature _____ Date _____

OFFICE USE ONLY

Date Request Received _____
 Payment received
 Account holds verified
 Duplicate Order Date _____
 Duplicate Mailed Date _____