

INSTRUCTIONS AND INFORMATION

1. Type or use INK to complete all sections of the form.
2. A separate application form and separate fee must be submitted for each diploma requested.
Note: Only 1 diploma per degree.
3. **Submitting Application In Person:** PRINT the information requested on the application and present it in Room 120 Sproul Hall for the fee assessment. Pay the fee at the Cashier Window in Room 128, Sproul Hall.
4. **Submitting Application By Mail:** TYPE or PRINT the information requested, enclose a check or money order payable to the REGENTS, THE UNIVERSITY OF CALIFORNIA for the total replacement fee amount, and mail to:

**Office of the Registrar
ATTN: DIPLOMA REPLACEMENT
127 Sproul Hall
University of California
Berkeley, CA 94720 - 5404**

5. You must submit this application with the following information:

A lost or destroyed diploma:

- ☞ The required fees for replacement

In addition to the above, a new diploma bearing new legal name must also include:

- ☞ Your original diploma
- ☞ A *Petition for Change of Name After Awarding of Degree* on all University student records
- ☞ Evidence of court document.

APPLICATIONS FOR REPLACEMENT OF DIPLOMAS WILL NOT BE PROCESSED WITHOUT THE TOTAL ASSESSED FEE PAYMENT AND REQUIRED SUPPORTING DOCUMENTS.

Please note that diplomas are issued in the format currently used and bear the signatures of the present University and State officers. The statement "This diploma is reissued" and the date will appear at the bottom edge of the replacement diploma.

The Office of the Registrar places diploma orders at the end of every month. Replacement applications received after the end of the month will be ordered the following month. Under normal circumstances, it takes 45 - 60 days to prepare a diploma after ordering.

IMPORTANT: The University Student Records System will allow only 35 characters for a name. If your name is longer than 35 characters (including spaces and comma) or if special punctuation such as tildes (~) or umlauts (¨) is required, please call this to our attention.

For further information, call (510) 642-6765.