

APPLICATION FOR REPLACEMENT OF DIPLOMA
INSTRUCTIONS AND INFORMATION ARE ON THE REVERSE

TYPE OR PRINT IN INK.

YOUR NAME AS IT APPEARS ON THE ORIGINAL DIPLOMA.

Original Name: _____
LAST FIRST MIDDLE

FOR DIPLOMAS TO BEAR NEW LEGAL NAME, A PETITION FOR CHANGE OF NAME AFTER DEGREE AWARDED MUST BE SUBMITTED ALONG WITH THIS APPLICATION. PLEASE TYPE OR PRINT YOUR NAME AS LEGALLY CHANGED.

New Name: _____
LAST FIRST MIDDLE

College/School: _____ Major: _____

Degree & Year Conferred: _____ Date of Birth _____
(BA/BS, MA/MS, Ph.D., JD/OD, Etc.) Year (month/date/year)

DIPLOMA REPLACEMENT FEES:

| | | |
|---------------------------|--|-----------|
| <input type="checkbox"/> | Undergraduate or Graduate Diploma | \$60.00 |
| <input type="checkbox"/> | Doctor of Optometry or any Law Diploma | \$75.00 |
| TOTAL FEE ENCLOSED | | \$ |

Payment must be a check or money order in U.S. dollars from a U.S. bank payable to "Regents, University of California."

I hereby certify to the best of my knowledge and belief that my original diploma is lost, destroyed or, subsequent to my graduation from the University, my name is legally changed as stated above and I request a replacement. I am enclosing the total fee payment for the diploma replacement and mailing cost and all required supporting documents.

Signature: _____ Date: _____

Please send the diploma to the following address: Telephone: (____) _____

Name: _____
LAST FIRST MIDDLE

Street Address

City

State (or Country if non-USA) Zip Code

OFFICE OF THE REGISTRAR USE ONLY

Verified by: _____ Total Fee Assessed \$ _____ Date Ordered: _____
Date: _____ Date Replacement Diploma Mailed: _____

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
124 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.