



## Office of the Registrar

500 El Camino Real

Santa Clara, CA 95053

Main: (408) 554-4331 Fax: (408) 554-6926

Website: [www.scu.edu/registrar](http://www.scu.edu/registrar)

Email: [registrar@scu.edu](mailto:registrar@scu.edu)

### REQUEST FOR REISSUE OF DIPLOMA FORM

Please read all Instructions and Guidelines below before filling out the form.

- Diploma reissues take approximately 8-12 weeks to process. There are no rush options. Verifications and transcripts can be prepared faster. Please visit the Office of the Registrar's Forms page for more information about verifications and transcripts.  
[www.scu.edu/registrar/forms/](http://www.scu.edu/registrar/forms/)
- Please fill out the form on page 2 with all pertinent information and return it to the address or email address above with the appropriate fees and related documents.
- If you do not remember your SCU ID #, or you graduated before 1989, you must provide your birthdate.
- **The replacement fee is \$70.00**, which must be submitted via check, cash, or money order payable to Santa Clara University with this form.
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- If the original diploma has not been destroyed or lost, it must be returned to receive a reissued diploma. Please submit the original diploma with the fee and form. Diplomas will not be reordered until the original diploma has been returned. Alumni are only allowed 1 diploma per degree. It is the policy of Santa Clara University that duplicate diplomas are not allowed.
- If you did not receive your original diploma, the Office of the Registrar must be notified within one calendar year of degree completion. In this case, no replacement fee will be charged.
- A replacement diploma follows the current diploma format. All replacement diplomas bear the signatures of the current University Chair of the Board of Trustees, President, Provost, and School Dean. Under the current diploma format, prefixes are not used, and only generational suffixes (Jr., Sr., II, III, etc.) are acceptable.
- If you would like to change your name on all official university documents, please fill out the appropriate form:
  - Name Change to Add Married Name:  
[https://scu.az1.qualtrics.com/jfe/form/SV\\_8BQ2l4h4c7BBpSI](https://scu.az1.qualtrics.com/jfe/form/SV_8BQ2l4h4c7BBpSI)
  - Name Change for Other Reason:  
[https://scu.az1.qualtrics.com/jfe/form/SV\\_eA3bThbjcgbV71P](https://scu.az1.qualtrics.com/jfe/form/SV_eA3bThbjcgbV71P)



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### REQUEST FOR REISSUE OF DIPLOMA FORM

DATE: \_\_\_\_\_ SCU ID OR BIRTHDATE: \_\_\_\_\_

*(If SCU ID# unknown, must provide BIRTHDATE)*

NAME: \_\_\_\_\_

*Clearly print your name exactly as you wish it to appear on your diploma.*

Name while used in attendance: \_\_\_\_\_

#### CIRCLE ONE:

BACHELOR OF ARTS

BACHELOR OF SCIENCE

BACHELOR OF SCIENCE COMMERCE

MASTER OF ARTS

MASTER OF SCIENCE

MASTER OF BUSINESS ADMINISTRATION

JURIS DOCTOR

L.L.M

Ph.D

EDD

MAJOR: \_\_\_\_\_ GRADUATION DATE: \_\_\_\_\_

PICKUP: \_\_\_\_\_ (PHOTO ID REQUIRED)

MAIL TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REPLACEMENT: \_\_\_\_\_

☐ Check here to indicate you have read and agreed to the instructions and guidelines listed on Page 1.

SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OFFICE USE ONLY	
Date Ordered:	Date mailed / Picked Up:
\$70.00 Fee:	Initials: