

Santa Clara University - Diploma FAQs

Diploma Distribution

1. **When and how will I receive my diploma after graduation?**

Diplomas are mailed approximately 3 to 4 months after final grades are posted, degree requirements have been verified, and your degree has been officially conferred.

2. **Will I get my diploma at the graduation ceremony?**

No, diplomas are sent approximately 3 to 4 months after final grades have been posted, degree requirements have been verified, and your degree has been officially conferred.

3. **What should I do if I haven't received my diploma?**

Please send an email to Registrar@scu.edu.

Diploma Details

4. **What name will appear on my diploma?**

Please follow the instructions [here](#) to enter your diploma name. If you do not submit a diploma name, your legal name as it appears in your Workday account will be used instead.

5. **Can I change the name on my diploma?**

Please follow the instructions [here](#) to update your diploma name.

6. **Will my major(s) or minor(s) be listed on the diploma?**

Only majors are listed on the diploma, with your primary program of study appearing first.

7. **Will honors (e.g., *cum laude*) be included on my diploma?**

Latin honors will be included on Undergraduate diplomas only.

Cum Laude - 3.500 - 3.699 GPA

Magna Cum Laude - 3.700 - 3.899 GPA

Summa Cum laude - 3.900 - 4.000 GPA

8. **Will my GPA or course grades be printed on the diploma?**

No, these can be found on your transcript.

9. What date will appear on my diploma?

The date that your degree was conferred.

Replacements & Duplicates

10. How can I request a replacement diploma?

(Note: students graduating Spring 2025 and later can request one replacement diploma within one year of graduating by emailing registrar@scu.edu)

11. How much does it cost to request a replacement diploma if it has been more than one year since graduation?

A replacement costs \$70. Diploma Reissue Request:

- a. [Pay by Credit Card](#)(PDF)
- b. [Pay by Check, Cash, or Money Order](#) (PDF)

12. How long does it take to receive a replacement diploma?

8-12 weeks

13. Can I request a digital or electronic version of my diploma?

Students graduating Spring 2025 and later will receive an official digital diploma as well as an official paper diploma.

Graduation Requirements

14. What must I do to be eligible to receive my diploma?

All degree requirements must be fulfilled, and your degree must be officially conferred before we can process your diploma order.

15. Can I receive my diploma if I have an outstanding balance or have a hold on my account?

Diplomas will not be issued if there are holds on your account that impact diploma release, such as outstanding payments. Please resolve any applicable holds to ensure delivery of your diploma.

16. Do I need to apply for graduation to receive my diploma?

Students are required to apply for graduation for their degree to be conferred and their diploma to be issued.

International Students

17. Can diplomas be mailed internationally?

All diplomas can be sent internationally through USPS. There is an additional fee if you would like to use FedEx.

18. Are there additional fees for international shipping?

There are no additional fees for international shipping when using USPS. However, if you choose to ship your diploma via FedEx, an additional charge will apply.

Verification & Authentication

19. Can an employer or third party verify my diploma?

An outside party can submit an education verification through the [National Student Clearinghouse](#).

20. How can I order an official transcript as proof of graduation?

You can find instructions for ordering an official transcript [here](#).

Digital Diploma

21. [How do I claim my digital diploma?](#)

22. [How do I view, download, and share my digital diploma?](#)

23. [How do I contact Parchment if I don't receive my diploma or it's damaged during delivery?](#)

24. [I'm having trouble logging into my Parchment account. What should I do?](#)

25. [Click here for more information on your diploma.](#)

26. [Parchment Award Diploma Services \(Instructional Quick Videos\)](#)

27. [How do I check the status of my digital diploma order in Parchment?](#)

28. Can I print my digital diploma?

A Certified Electronic Diploma is for electronic use only. An electronic diploma can be viewed using Adobe Reader/ Acrobat 9.0 or higher and cannot be printed, but can always be shared.

29. How soon after I graduate can I download my Electronic Diploma?

The Electronic Diploma will be available approximately 3-4 months after your degree has been posted to your record. You will receive an email when your Diploma is available for download.

30. Can I receive my Electronic Diploma if I have a hold on my record?

Diplomas, including electronic diplomas, will not be issued if your account has holds affecting diploma release, such as outstanding payments. Please clear any relevant holds to receive your diploma.