

## Replacement Diploma Request Form

A replacement diploma may be requested if your original diploma has been lost or destroyed, or your name has changed since graduation.

**To obtain a replacement diploma you must:**

- complete and sign this form;
- submit your form with required fees.

<input type="checkbox"/> <b>My original diploma has been lost or destroyed.</b>	<input type="checkbox"/> <b>My name has changed since graduation and I am requesting a diploma with my new name.</b>
Please specify circumstances:	New name as you wish it to appear on replacement diploma:
	<p><b>Important!</b> If requesting a replacement diploma with a new name you must return the original diploma and submit a change of name petition and supporting documents to ensure that UCI records agree with your diploma.</p>
	<p><b>Registrar's Office use only</b></p>
	Original returned to: _____ Date: _____

Name on UCI records \_\_\_\_\_

Student ID# (if known) _____	Graduation Date _____
Date of birth _____	Degree Awarded _____
Social Security # <u>XXX-XX-</u> _____	Major _____

Diploma mailing address \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**Fees**

The fee for a replacement diploma is \$22.00.  
An additional mailing fee applies: \$7.00 for domestic addresses; \$16.00 for international addresses. The replacement diploma may be picked up in person at the Registrar's Office for no additional fee, however the \$22.00 replacement fee still applies.

**Important note on mailing addresses:**

Diplomas are mailed via certified mail for domestic addresses; with a return receipt for international addresses. Therefore, you must provide a mailing address where the diploma will be signed for upon receipt.

Return this completed and signed form along with a check or money order made payable to **UC Regents** to:

University of California, Irvine  
Central Cashier  
228 Aldrich Hall  
Irvine, CA 92697-1975

I understand the replacement diploma will bear the signatures of the current state and university officials. **I also understand that a reissue date will be printed at the bottom of my diploma and that it may take 3 to 4 months to receive the replacement diploma.** (Immediate verification of a degree may be obtained by requesting an official transcript or verification letter from the Registrar's Office.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_