



REQUEST *for* REPLACEMENT DIPLOMA

UC IRVINE • UNIVERSITY REGISTRAR

www.reg.uci.edu
(949) 824 - 6124

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; and
- submit your form with required fees.

Order Options (Required) Use the drop down menu to select the type and method of delivery for your replacement diploma.

<input type="checkbox"/> My original diploma has been lost or destroyed. Please specify circumstances:	<input type="checkbox"/> My name has changed since graduation and I am requesting a diploma with my new name. New name as you wish it to appear on replacement diploma: _____ Important: This option requires the return of the original diploma and submission of a Request for Name Change with supporting documents to ensure that UCI records agree with your diploma. <small>For Office Use Only</small> Original Diploma Received by: _____ Date: _____
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Name on UCI Records: _____

Student ID# (if known): _____

Date of Birth: ____ / ____ / ____

Social Security # (optional): _____

Degree Awarded: _____

Date of Graduation: _____

Major(s): _____

School(s): _____

Diploma Mailing Address:

Phone Number _____

Email _____

Fees

The fee for a replacement diploma is \$22.00.

Additional mailing charges: \$10.00 for domestic addresses and \$20.00 for international addresses.

Important note on mailing addresses:

Diplomas are mailed via certified mail for domestic addresses, and 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:

UCI 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 4 months to receive the replacement diploma.** Immediate verification of a degree may be obtained by requesting an official transcript or verification from the Registrar's Office.

Student Signature: _____ Date: _____