DIPLOMA REQUEST FORM

UNIVERSITY REGISTRAR **UNIVERSITY *of* CALIFORNIA, IRVINE**

Congratulations on your graduation!

Obtaining Your Original Diploma

Self pick up: Complete this form. Use the "Self pick up / Authorization for Third Party pick up" section of the form. Sign and present it to the Registrar Service Window during business hours. You must show a valid photo ID to pick up your diploma.

Third Party pick up: Complete this form. Use the "Self pick up / Authorization for Third Party pick up" section of the form. Enter the full name of your authorized designee. Email the completed and signed form to registrar@uci.edu. Your authorized designee must show a valid photo ID to pick up your diploma.

To have your diploma mailed to you: Complete this form. Use the "Mail My Diploma" section of the form. Sign and submit the form to the University Registrar through email (registrar@uci.edu) or fax (949-824-7896). Refer to the **Diploma Mailing Information section** for important information regarding diploma mailing.

Diploma Retention: Diplomas that are not picked up or mailed to the student after ten years will be destroyed. If your diploma has been destroyed, a replacement diploma will be issued free of charge.

Diploma Mailing Information

Domestic mailings of diplomas are sent via USPS certified mail and require a return receipt signature. You must provide a mailing address where your diploma must be signed for upon receipt. International and expedited shipping will be sent via FEDEX. Please note we are unable to mail diplomas to P.O Boxes for international or expedited shipping. Expedited shipping is optional and will require an additional fee of $25.

Replacement Diploma Request

A replacement diploma may be requested if your original diploma has been lost or destroyed, or your name has changed since graduation. For this option, use the "Replacement Diploma Request" section of the form.

Send completed form & payment to: Central Cashier
228 Aldrich Hall
Irvine, CA 92697-1975.

(Checks or money orders make payable to "UC Regents")

If requesting a replacement diploma with a new legal name or a preferred name, you must first complete a legal name change request or a preferred name request.

Required Fees: There is a mailing fee of $25. The replacement fee is $22 per diploma. Separate diplomas are awarded for majors in different schools and degree types (BA, BS, MS, PHD, etc.).

For example:
[$22.00] Replacement diploma (self pick up)
[$47.00] Replacement diploma + mailing
[$44.00] Replacement diplomas for double majors with diplomas from 2 different schools (self pick up)
[$69.00] Replacement diplomas for double majors with diplomas from 2 different schools + mailing
[$66.00] Replacement diplomas for triple majors with diplomas from 3 different schools (self pick up)
[$91.00] Replacement diplomas for triple majors with diplomas from 3 different schools + mailing
[$44.00] Replacement diplomas for 2 different degree levels (e.g. B.A. and M.A.) (self pick up)
[$69.00] Replacement diplomas for 2 different degree levels (e.g. B.A. and M.A.) + mailing
[$66.00] Replacement diplomas for 3 different degree levels (e.g. B.A., M.A., and Ph.D.) (self pick up)
[$91.00] Replacement diplomas for 3 different degree levels (e.g. B.A., M.A., and Ph.D.) + mailing

It typically takes 4-6 weeks to receive the replacement diploma from the printer and another 2-4 weeks to mail the Replacement Diploma. Immediate verification of an awarded degree may be obtained by requesting an official transcript or verification letter from the Registrar's Office.

Refer to the Diploma Mailing Information section for important information regarding diploma mailing.

Your replacement diploma will bear the signatures of current state and University officials. A reissue date will be printed at the bottom of your diploma.

DIPLOMA REQUEST FORM

UNIVERSITY REGISTRAR **UNIVERSITY *of* CALIFORNIA, IRVINE**

Student Information

Name on UCI records (Last, First, Middle)

Undergraduate Student ID# (if known)

☐ Yes ☐ No Use my preferred name on record for my Replacement Diploma request.

Grad/Law/Med Student ID# (if known)

Diploma Mailing Address (Street)

Date of birth

City State Zip Code

☐ Update my address on file with this address.
I no longer have access to StudentAcess.

Email Address Phone Number

☐ Self Pick-up or Authorization for Third Party pick-up

☐ Self Pick-up

☐ Authorization for Thirds Party Pick-up

I authorize the following individual as my designee to pick-up my diploma(s): _____
Full name of authorized designee (valid photo ID required).

☐ Mail my Diploma

☐ Mail my diploma to the address above via USPS certified mail. Domestic mailings of diplomas are sent via USPS certified mailand require a return receipt signature. You must provide a mailing address where your diploma must be signed for upon receipt.

☐ Replacement Diploma Request

Dip Term: Dip Segment:

☐ My name has changed since graduation. You must also complete Legal Name change or Preferred Name change request.

Degree(s) Awarded: _____ Date of Graduation: _____

School(s): _____

Major(s): _____

Delivery Method

☐ Self pick-up

☐ Mail my diploma to the address above.

Required Fees:

- Mailing Fee: $25 (There is no mailing fee for in-person pick up).
- Replacement Fee: $22 per diploma. Separate diplomas are awarded for majors in different schools and degree types: BA, BS, MS, PHD, etc.
- Additional fee details are found on the information and instruction page.

- The replacement diploma will bear the signatures of the current state and university officials.
- A reissue date will be printed at the bottom of my diploma.
- It typically takes 4-6 weeks to receive the replacement diploma from the printer and another 2-4 weeks to mail the Replacement Diploma.

I authorize the UCI University Registrar to release my diploma as instructed on this form.

Student Signature: _____ Date: _____