

**INSTRUCTIONS:**

Complete form and return with a \$50 check made payable to University of the Pacific to the following address:

University of the Pacific  
Office of the Registrar  
c/o Diploma Services  
3601 Pacific Avenue  
Stockton, CA 95211

**PLEASE NOTE THE FOLLOWING:**

1. Email or faxed requests cannot be honored.
2. The duplicate diploma will reflect your official graduation date and information. However, the duplicate will bear the signatures of the current officers of the University.
3. The statement "duplicate" will appear at the bottom of the diploma.
4. Duplicate diplomas will not be released if financial obligations to the University of the Pacific are not satisfied. Please contact Student Accounts at 209-946-2517 with questions regarding your account.
5. Diploma orders are made once a month (typically mid-month). Once the order is submitted, your duplicate diploma is mailed after ten business days.

**REASON FOR APPLICATION:**

- Original diploma has been lost or damaged.  
 Other \_\_\_\_\_

**DIPLOMA/MAILING INFORMATION:**

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Former Name: \_\_\_\_\_

Student ID: (or SS#): \_\_\_\_\_ School/College: \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_ Date of Graduation: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mo/yr)

Name (as it should appear on diploma): \_\_\_\_\_

Permanent Address:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Date Request Received \_\_\_\_\_

- Payment received  
 Account holds verified

- Duplicate Order Date \_\_\_\_\_  
 Duplicate Mailed Date \_\_\_\_\_