



BACCALAUREATE REPLACEMENT DIPLOMA REQUEST

Please fill out this form completely. Make your check or money order payable to San Francisco State University.

- Diploma orders are filled on the second Friday of each month (excluding holidays). Please allow up to 6 weeks for delivery.
Express diploma orders are available for an additional charge, (see prices below) and are ordered every Friday (excluding holidays). Please allow 5 business days for delivery after the order is sent to our printer. No P.O. Boxes on Express Orders.
Signatures on replacement diplomas do not necessarily match those on the original diploma.
Diplomas damaged in the mail are not the responsibility of the University.
University financial obligations must be paid before your diploma can be issued. Please contact the Bursar's Office if you have a financial hold by calling 415.338-1281 or by email at bursar@sfsu.edu.

Table with 4 columns: Type of Diploma, Quantity, Unit Price, Amount. Rows include Diplomas sent to U.S. & Canada via Regular Mail, Express Mail, International Addresses via Regular Mail, and International Address via Express Mail Shipping. Total row at the bottom.

Is this a reissued diploma with a Name Change? Yes No

PLEASE PRINT OR TYPE YOUR NAME AS IT APPEARS ON UNIVERSITY RECORDS

Form with three input fields labeled First, Middle, and Last.

PLEASE PRINT OR TYPE NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA

Form with three input fields labeled First, Middle, and Last.

SFSU ID Number [input] Date of Birth [input] Month/Year Graduation [input]

Degree Earned (BA/BS) [input] Major [input]

Please send the diploma to the following address:

Address [input] Phone Number [input]

City [input] State [input] Zip Code [input] Country [input]

Province [input] Email [input]

AFFIDAVIT: I hereby certify that the information provided is true and correct

Signature [input] Date [input]

To be completed by Registrar's Office

Table with 3 columns: Verified, Fee Enclosed, Diploma Ordered