

Duplicate Diploma Request Instructions

1. Log on to your Student Services Center
2. Click the green make a payment/view e-bill box
3. Select "Registration Fees" on the right side of the screen
4. Select "Spring Future Fees"
5. Enter "15.00" in the "Price" box and "Duplicate Diploma" in the "Description" box
6. Click "Add to Basket" and proceed to complete payment

Once payment is complete, please fill out, scan and email **signed** Duplicate Diploma Request form to ejacobs1@csustan.edu. If you do not have access to a scanner, a picture of the form is acceptable as well.

If you do not have access to your student center, please email cposz@csustan.edu so that arrangements can be made online OR you can also mail in the form along with a \$15 check or money order to the address below:

Stanislaus State
Attn: Cashiers
One University Circle
Turlock, CA 95382

Duplicate Diploma Request

PLEASE PRINT---or use fillable option online

Student ID # _____ Date _____
e.g. 980---, 000---, or other

Phone # (____) _____ Email address _____

Address _____
Street City State Zip

Student name (while attending)

Last First Middle

Full name for diploma (as printed)

Last First Middle

Graduation information: Semester _____ Year _____ Degree _____

Reason for request _____

Signature _____

CASHIER'S use only

Fee Paid _____ Date _____