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 registrar@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 registrar@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 ___________

ES 04/15/14