

California State University, Long Beach

Enrollment Services

DUPLICATE OR REPLACEMENT DIPLOMA/CERTIFICATE ORDER

Today's Date: _____ Student ID: _____

Last Name: _____ First Name: _____ MI: _____

SSN: (Last Four Digits) _____ Date of Birth: (Month/Day/Year) _____

Term Graduated: _____ Degree Earned: BA BS MA MS Doctorate

Major: _____ Concentration/Emphasis: _____

Email: _____ Phone: _____

Your name on your duplicate diploma/certificate will appear exactly as it does on your original diploma. If your name has changed since the issuance of your original diploma, please submit a Name/Address Change Request form to Enrollment Services. This form is located on CSULB's Enrollment Services website at:

http://www.csulb.edu/depts/enrollment/assets/pdf/name_change.pdf.

Please provide an address below where you want your diploma(s) mailed:

Address: _____

City: _____ State: _____ Zip: _____

Number of diploma(s) ordered: _____ \$ 20.00 charge for the first diploma.

Total amount enclosed: _____ \$10.00 charge for each additional diploma

Signature: _____ **Date:** _____

Submit this order form and a check payable to California State University, Long Beach:

CSULB Office of Enrollment Services

Diploma Desk

1250 Bellflower Blvd.

Long Beach, CA 90840

Processing requires approximately 4-6 weeks from receipt of your order.

To obtain degree verification without ordering a diploma, contact the National Student Clearing House at (703) 742-4200 or online at www.degreeverify.com. There is a fee for this service.