$10 - Per degree/certificate

CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

DUPLICATE DIPLOMA / CERTIFICATE REQUEST

Complete this form to order a duplicate copy of a diploma or a duplicate copy of a certificate. For every duplicate **degree/certificate** sought, a **$10 payment** will be required. You may submit a payment online via Transact (**commerce.cashnet.com/csulapay**), in person via One-Stop Financial Services (Student Services Bldg. 2nd Fl., Room 2380) *or* by mail with check or money order to:
Cal State LA, Graduation Office, 5151 State University Drive | Los Angeles, CA 90032-8531.

IDENTIFICATION: Please list the Student ID Number issued while in attendance at Cal State LA.

_____ -or- _____ -or- _____
CIN **SID or last 4 digits of your SSN** **PFN**

The name on your duplicate diploma/certificate will appear exactly as your Cal State LA records. If your name has changed since the issuance of your original diploma/certificate, please submit the **Bio/Demo Change** to the Records Office prior to submitting this form. To ensure the proper presentation of your name for your printed diploma, please **print clearly** and be sure to indicate below if you have any special marks *(accent marks, hyphens, capitalization, etc.)* in your name.
If you have recently filed for a name change, please check: [ ]

_____
FIRST NAME **MIDDLE NAME** **LAST NAME**

DEGREE INFORMATION: **A diploma/certificate will not be issued if your degree is not reflected on your transcripts.**
For **Dual Degrees** (BS & BA, MS & BS, etc.): please submit 2 request forms (1 per degree) and a $20 payment - this type of award receives 2 diplomas.
For **Dual Majors** (BS & BS, BA & BA, etc.): please submit 1 request form and a $10 payment - both majors appear on a single diploma.

DEGREE DATE: _____

DEGREE: ☐ **BA** ☐ **BM** ☐ **BS** ☐ **BVE** ☐ **MA** ☐ **MBA** ☐ **MM** ☐ **MFA** ☐ **MPA** ☐ **MPH** ☐ **MS** ☐ **MSW** ☐ **Doctorate** ☐ **Certificate**

MAJOR(S): _____

OPTION(S): _____

MINOR(S): _____

MAILING / CONTACT INFORMATION:
Your diploma will be sent to the diploma mailing address listed on your GET account unless a different address is indicated below:

_____
STREET ADDRESS

_____
CITY **STATE** **POSTAL**

_____ _____
PHONE **EMAIL** - (Optional) to status notifications.

Please indicate your delivery preference: [ ] **MAIL** - Your diploma/certificate(s) will be mailed.

(Optional) Reason for requesting duplicate: _____
(*I.E.: Submitting original payment, name change, original not received, damaged in mail, framing purposes, etc.)*

Online submissions:

Email completed Duplicate Diploma/ Certificate form and Transact receipt to:

GraduationOffice@calstatela.edu

In Person submissions:

Print and complete Duplicate Diploma/Certificate form and pay via One-Stop Financial Services (Student Services Bldg. 2nd Fl., Room 2380).

Mail application with Check/Money Order to:

Cal State LA
Attn: Graduation Office
5151 State University Drive
Los Angeles, CA 90032-8531

Please allow 3-4 weeks for distribution.

You may track the progress of your diploma using the following link: https://www.michaelsutter.com/calstatela

To obtain degree verification without ordering a diploma, you may order your Official Transcripts from the Records & Enrollment Office website: https://www.credentials-inc.com/tplus/?ALUMTRO001140 or contact the National Student Clearing House at 703/742-4200. Complete information is available at: http://www.studentclearinghouse.org/