OFFICE OF THE REGISTRAR
55 Eureka St., Pasadena, CA 91103
TEL 626.529.8076
FAX 626.466.3011
RegistrarOffice@pacificoaks.edu

DUPLICATE DIPLOMA DUPLICATE REQUEST FORM

- The processing fee for duplicate diploma requests is $25.
- **Duplicate diplomas cannot be issued without payment at the time of request.**
- Requests may be made in person or via email, fax, or mail.
  - Cash payments are only accepted in person. DO NOT mail cash.
  - Check or money order payments are accepted in person or by mail.
  - Credit card payments are accepted in person or by fax. For security purposes, DO NOT mail credit card information.
- Diplomas cannot be issued to students with Student Accounts holds.
- Duplicate diploma requests will be processed within 5-10 working days of receipt.
- If you are requesting multiple copies, please submit multiple requests. There is no discount for multiple copies.

PLEASE print legibly.

SECTION I: STUDENT INFORMATION

Name:	**Student ID:**
Former Name (if applicable):	**Campus:**
Current Phone: (_____) _____ - _____	**Current Email:**
Current Mailing Address:	**City:**
State: / **Zip Code:**	**First Term at Pacific Oaks:** / **Last Term at Pacific Oaks:**

Degree received:

☐ BA/HD ☐ BA/ECE ☐ MA/ED ☐ Credential Only ☐ Non-Matriculating
☐ MA/HD ☐ MA/ECE ☐ MA/MFT ☐ Post-Graduate Certificate ☐ OTHER: _____

Name EXACTLY as you would like it to appear on your diploma (legal name only, no abbreviations, titles, etc.)

SECTION II: PAYMENT INFORMATION

Student Signature:	**Date:**

CREDIT CARD INFORMATION

☐ VISA ☐ American Express
☐ MasterCard ☐ Discover

Name on Card: _____

Card Number: _____ - _____ - _____ - _____

Expiration Date: _____ / _____ **3-Digit Security Code:** _____

I authorize Pacific Oaks to charge $ _____ to my credit card for the purchase of official college transcripts.

Cardholder's Signature:	**Date:**

SECTION III: PROCESSING (For Registrar use ONLY)

Initials:	**Date Received:**	**Date Charged:**	**Date Mailed:**