



**Office of the Registrar**  
 University of the Pacific  
 3601 Pacific Ave.  
 Stockton, CA 95211  
[registrar@pacific.edu](mailto:registrar@pacific.edu)

## DUPLICATE DIPLOMA REQUEST

**INSTRUCTIONS:**

Complete form and return with a \$50 check made payable to University of the Pacific to the following address:

University of the Pacific  
 Office of the Registrar  
 c/o Diploma Services  
 3601 Pacific Avenue  
 Stockton, CA 95211

**PLEASE NOTE THE FOLLOWING:**

1. Email or faxed requests cannot be honored.
2. The duplicate diploma will reflect your official graduation date and information. However, the duplicate will bear the signatures of the current officers of the University.
3. The statement "duplicate" will appear at the bottom of the diploma.
4. Duplicate diplomas will not be released if financial obligations to the University of the Pacific are not satisfied. Please contact Student Accounts at 209-946-2517 with questions regarding your account.
5. Diploma orders are made once a month (typically mid-month). Once the order is submitted, you will receive the duplicate diploma in the mail after ten business days.

**REASON FOR APPLICATION:**

- Original diploma has been lost or damaged.  
 Other \_\_\_\_\_

**DIPLOMA/MAILING INFORMATION:**

Legal Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Former Name: \_\_\_\_\_  
 University ID Number (or SSN): \_\_\_\_\_ School/College: \_\_\_\_\_  
 Major: \_\_\_\_\_ Degree: \_\_\_\_\_ Date of Graduation: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (mo/yr)  
 Name (as it should appear on diploma): \_\_\_\_\_  
 Permanent Address:  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Request Received \_\_\_\_\_  
 Payment received  
 Account holds verified  
 Duplicate Order Date \_\_\_\_\_  
 Duplicate Mailed Date \_\_\_\_\_