

UCLA Replacement Diploma Request

INSTRUCTIONS

1. Submit completed form and check if using (payable to Regents-UC) to UCLA Registrar, Attn: Diploma Order, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429.
2. Form may be submitted by fax or e-mail ONLY if fees are charged to a BruinBill account. Fax to 310-206-4520, or send e-mail to reginfo@registrar.ucla.edu.
3. The replacement diploma fee is \$75. Delivery fees vary, see below.
4. Allow two months for delivery of replacement diploma.

REASON FOR REQUEST

- Original diploma has been lost or destroyed.
- Name change: request for diploma to be issued in new name and change of name on University record. Also submit a Legal Name Change or Correction form. Evidence of court document required.

Full Diploma Name (if different from below)

DELIVER DIPLOMA TO

Full Name				9-Digit UCLA ID or Last 4 digits of SSN	
Mailing Address – Street				Country	
City	State	Zip/Postal Code	Province (Canada only)	Telephone	
Birthdate	Major			School/College	
Degree Earned	Year/Term Degree Earned				
	Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				
E-mail Address					

PAYMENT (select one)

- Fees charged to BruinBill account
E-mail address required above
- Check enclosed

DELIVERY TYPE (select one)

- | | |
|---|----------|
| <input type="checkbox"/> USPS first-class mail to U.S. address | NO FEE |
| <input type="checkbox"/> USPS airmail to international address | NO FEE |
| <input type="checkbox"/> USPS express mail to U.S. address | \$ 25.00 |
| <input type="checkbox"/> FedEx to U.S. address (street address only) | 25.00 |
| <input type="checkbox"/> FedEx to international address (street address only) | 35.00 |
| <input type="checkbox"/> Pick up in-person at Registrar's Office,
1113 Murphy Hall | NO FEE |

I understand that the replacement diploma will bear the signatures of current state and University officials.

Student Signature	Date
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OFFICE USE ONLY

- | | |
|--|---|
| <input type="checkbox"/> Check received | <input type="checkbox"/> Date ordered _____ |
| <input type="checkbox"/> Degree/holds verified | <input type="checkbox"/> Date mailed _____ |