



Diploma Replacement Request

Office of the Registrar

This form may be submitted to the Registrar's Office via fax at (909) 706-3099 or mailed to Office of the Registrar, 1100 West Covina Boulevard, San Dimas, CA 91773. Please see the back of this form for more information regarding diploma replacement requests.

Student Information Please supply all requested information to assist in locating your record.

Name: _____ Name While Attending: _____
Address: _____ Phone: _____
City: _____ ST: _____ ZIP: _____ Social Security #: _____
Date of Birth: _____ Email: _____ Graduation Date: _____
(Semester/Year)

Reason for requesting replacement diploma (if you are currently in possession of your original diploma, it must be submitted with this form):

Diploma Name Please PRINT clearly.

Please inscribe my name on the diploma as written below (Note: if you are changing your name from what was previously printed on your diploma you must submit documentation of your name change such as a marriage license. Your alumni record will be updated to this current name.)

First Name

Middle Name

Last Name

Delivery Method

- Standard** (\$20) Processed in 4-6 weeks
- Rush** (\$30) Processed in 2 weeks
- Rush & Overnight Shipping** (\$30+current postal rate) Processed in 2 weeks or less and mailed UPS (cannot be sent to a PO Box or international address)

Payment Method

- Credit Card** (please complete CC information) Visa Master Card Discover American Express
- Check** Name of Cardholder: _____
- Cash** (not recommended by mail) Card Number: _____
- Billing Address: _____
- City: _____ ST: _____ Zip: _____
- Exp Date: _____ 3-digit security code: _____

Signature

I hereby authorize the reprinting of my diploma.

Signature: _____ Date: _____

Registrar Office Use Only

- Date Received: _____ Fee Paid, Total Charge: \$ _____
- Account Clear/ Unable to Release, Reason: _____ Computer Entry _____
- Student Notified: Phone Email Date Sent _____
- Overnight, Tracking #: _____



Diploma Replacment Request

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In the event that your diploma is lost or damaged you are welcome to order a new diploma with this form. Please note you will need to send your old diploma to the college, if available.

Instructions:

1. Fill out the Diploma Replacement Request (on the reverse of this form).
2. If you indicate a name change, you must provide documentation such as a marriage license.
3. Mail the Diploma Replacement Request with payment to the Registrar's Office at 1100 West Covina Boulevard, San Dimas, CA 91773. To expedite your request you may fax this completed form to 909.706.3099.

Limitations for Diploma Replacement Requests:

- To receive your new diploma you must submit your previous diploma, if available.
- All diplomas will be printed under the "Life Pacific College" name and bear the signatures of the current administration.
- Please allow additional time for weekends, holidays and peak season times (i.e. registration and graduation).
- Diploma replacements will not be processed for students with unpaid debts or other outstanding obligations to the college.
- Standard requests are processed within 4 to 6 weeks. Rush requests are processed in 2 weeks.
- Overnight requests cannot be sent to PO Boxes or international addresses.