

Request for Replacement or Duplicate Diploma/Certificate

Office of the Registrar

Replacement and duplicate diploma/certificate are ordered the first week of each month. Please send this completed form and payment to the address at the bottom of the page. Diplomas/Certificates will be received in the mail approximately 3 weeks after the order has been submitted.

Please provide the following information:

1) **Name as you wish it to appear on the diploma/certificate:**

2) **Graduation name, if different from above:**

3) **Social Security Number:**

Last 6 digits only

4) **Graduation year:**

Class: **DDS** **IDS** **AEGD - Certificate** **Endo - MS** **Endo - Certificate**
 OS - Certificate **Ortho - MS** **Ortho - Certificate**

5) **Check one:** replacement duplicate*

6) **Name and address to mail diploma/certificate to:**

Name

Address

City, State, Zip Code

Please include a check for \$50.00 for each diploma/certificate payable to University of the Pacific with this form.

Signature: Date: _____

Preferred Contact Mode: Email Address: _____

Phone Number: (_____) _____

**We cannot recreate an identical diploma with original signatures if personnel changes occurred since you graduated.*

As of July 2009: diploma size is 11" X 14"
certificate size is 8-1/2" X 11"

Does this order require expedited service?
Check the box for expedited service.
 Additional cost for expedited orders:
Certificates: \$32.00 each; **Diplomas:** \$50.00 each

Please send this completed form and a check to:

Office of the Registrar
155 Fifth Street
San Francisco, CA 94103

*If you have any questions, please contact the Office of the Registrar:
Telephone: 415-929-6461 Email: sfregistrar@pacific.edu*