



California State University, Chico  
Graduation Advising, SSC 120  
[gradadvising@csuchico.edu](mailto:gradadvising@csuchico.edu)  
530-898-5957

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Cashnet Code 02305  
Retain for Graduation Advising

## Replacement Diploma Order Form for Bachelor's Degrees

(For Master's degrees diplomas, please order through the [Office of Graduate Studies](#))

Preferred Name on Diploma:

Maiden Name:

CSU, Chico ID:

Month and Day of Birth:

Phone Number:

Email Address:

Graduation Term/Year:

Degree(s) Earned:

Major(s) & Option(s):

**Note:** Certificates, Minors, and Patterns do NOT appear on diploma. Each degree will be listed on a separate diploma. Multiple majors with the same degree will be listed on one diploma. Students can earn a Bachelor of Arts, Bachelor of Fine Arts, and a Bachelor of Science degree.

Mailing Address:

City, State, Zip, Country:

Each degree/diploma must be ordered separately at \$12 each. Number of Diplomas Requested:

[Online payment](#) with Credit Card or Electronic Check is the preferred and quickest way to receive your diploma. Select Diploma Replacement Fee – Bachelor's. Once your payment is made, email completed form to [gradadvising@csuchico.edu](mailto:gradadvising@csuchico.edu).

If unable to pay online, send a physical check or money order made payable to CSU Chico, along with completed form to the address below.

California State University, Chico  
Student Financial Services, SSC 230  
400 W. 1st Street  
Chico CA, 95929-0242

Cash and completed form accepted in person at Student Financial Services. Please call 530-898-5936 for their availability.

Diploma will not be ordered until payment AND form are received. Allow 6 weeks for delivery. No rush processing is available. View the status of your order at <https://www.michaelsutter.com/chico>.

Student Signature:

Today's Date: