



California State University, Chico
Graduation Advising, SSC 120
gradadvising@csuchico.edu
530-898-5957

FOR OFFICE USE ONLY
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:

Note: Your name must match the name on your record during your attendance.

If you are a former student and/or have had a name change, you must submit a [Student Information Update](#) form before requesting an updated diploma. Please call [Student Records and Registration](#) to confirm processing.

CSU, Chico ID:

Month and Date 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.

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: