

Replacement of a Master's Diploma Request Form

California State University, Chico
Office of Graduate Studies
Student Services Center, Room 460

To request replacement of a master's diploma, return this completed form to the Office of Graduate Studies with a check or money order for **\$12 for each diploma** payable to CSU, Chico. Bachelor's diplomas can be ordered through Graduation Advising in the Office of the Registrar.

Student Name: _____

Student Signature: _____

Name as it should appear on the diploma:

Please note: If you are a former student and have had a name change, you must submit a Student Information Update form listing your new name before requesting an updated diploma. https://www.csuchico.edu/sro/_assets/documents/info-update-former.pdf

Chico State ID Number/Last 4 of SSN: _____

Maiden Name: _____ Email Address: _____

Date of graduation: _____ Degree Earned: _____

Program/Option: _____

Mailing address: _____

City _____ State _____ Zip _____

Country _____

Number of diplomas requested _____

Mail or Submit to:
Office of Graduate Studies
Student Services Center, Room 460
California State University, Chico
Attention: Rosanne Kenoyer
Chico, CA 95929-0875

For Office Use Only Diploma Replacement Item Code 02005
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Please allow 6 weeks for replacement.