



Replacement of a Master's Diploma Request

To request replacement of a master's diploma, go to: <https://commerce.cashnet.com/csuchicograd> to pay the **\$12.00 replacement fee** for each diploma replacement you wish to order. Send this completed form, along with your email receipt to graduatestudies@csuchico.edu. To pay by check or money order, mail this form to the Office of Graduate Studies at the below address, along with a check or money order **payable to CSU, Chico** for **\$12.00 per diploma**.

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.

Chico State ID Number/Last 4 digits of SSN: _____

Maiden Name: _____ Email: _____

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: Sarah Lehner
Chico, CA 95929-0875

Please allow 6 weeks to receive your replacement diploma(s).

<p>For Office Use Only</p> <p>Diploma Replacement Item Code 02005A</p>
