

DIPLOMA REPLACEMENT

Name _____

Humboldt ID

Phone Number _____

Mail my replacement diploma to:

Address* _____

City _____ State _____ Zip Code _____

Destination Phone Number* _____

Email Address _____

*Overnight mailing is only available to street addresses (no P.O. boxes) within the 48 contiguous states (not Alaska, Hawaii, or overseas), a destination phone number is required

Graduation Date: Semester Year

Degree Major(s) _____

Reason for replacement

Diploma Name _____ (if different from legal name on file)

You may have a diploma printed with your chosen name. However, if you need to update your legal name officially with the university for records such as transcripts, please complete a legal name change form.

Fees & Optional Services

Diploma Replacement Standard Processing: \$25.00

Your replacement diploma will bear the signatures of the current governor and current university and CSU officials, not necessarily those who were in office at the time of your graduation. **Standard Processing** may take as long as a month.

Diploma Replacement plus Expedited RUSH handling: \$35.00

Your request will be reviewed within 5 working days and sent via regular mail.

Diploma Replacement plus RUSH handling and Overnight Mail Service*: \$75.00

Your diploma request will be reviewed within 5 working days and sent via overnight mail.

Add Notary Service: Additional \$10.00

Payment Method:	Payment Enclosed (check or money order)	Electronic Payment Enter receipt number <input type="text"/>	and date <input type="text"/>
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Print and sign your form. Requests without signatures will not be processed.

Date

Student's Signature (Required for release of academic records)

For office use only
(use DETC 5904)

Select payment option.

For Electronic Payment:

- 1) Go to: humboldt.edu
- 2) Select Electronic Payment from quicklinks
- 3) You will be directed to CASHNet. Enter your Humboldt ID # and your birth date (MMDDYYYY)
- 4) Click on Replacement Diploma / Diploma Cover
- 5) Select one or more of the options.
- 6) Click Add to Basket
- 7) Click the Checkout

By Mail (*electronic payment, check or money order*)

Cal Poly Humboldt
Office of the Registrar, Transcript Section
1 Harpst Street
Arcata, CA 95521

By Fax (*electronic payment only*) 707.826.6194

By Email (*electronic payment only*) you will need to print this form, sign your name, scan, and send to: transcripts@humboldt.edu