

## DIPLOMA REPLACEMENT

Date \_\_\_\_\_

Name \_\_\_\_\_

Humboldt ID

Phone Number \_\_\_\_\_

Humboldt Email \_\_\_\_\_

### Mail my replacement diploma to:

Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Destination Phone Number\* \_\_\_\_\_

\*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

New Legal Name \_\_\_\_\_

To change your name on a replacement diploma, legal documentation is required. Attach a copy of court documentation, driver's license, or social security card showing your new name.

### 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\*: \$45.00

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

#### Add Notary Service: Additional \$10.00

<b>Payment Method</b>	Payment enclosed (check or money order) or CASHNet Receipt # <input type="text"/> and date <input type="text"/>
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\_\_\_\_\_  
**Student's Signature (Required for release of academic records)      Date**

For office use only
(use DETC 5904)

Print and sign your form. (*Requests without signatures will not be processed.*)  
Select payment option.

For Electronic Payment:

- 1) Go to: [humboldt.edu](http://humboldt.edu)
- 2) Select Electronic Payment from quicklinks
- 3) You will be directed to CASHNet. Enter your HSU 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*)

Humboldt State University  
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: [HSU.Transcripts@humboldt.edu](mailto:HSU.Transcripts@humboldt.edu)