



DUPLICATE DIPLOMA REQUEST FORM

Duplicate Diploma Fee: \$10.00 check or money order made payable to CSUSM

Instructions: Complete this form and submit with your check or money order to the Office of the Registrar by mail:

Cal State San Marcos
Office of the Registrar
Attn: Diploma Specialist
333 S. Twin Oaks Valley
San Marcos, CA 92096

Processing & Shipping Notice: Please allow **10-12 weeks processing** for all requests. Allow an additional **4-6 weeks for shipping**.

First Name: _____ Last Name: _____

Student ID: _____ CSUSM Email: _____@cougars.csusm.edu
No Social Security Numbers

Address: _____ Contact Phone Number: _____

City: _____ State: _____ Zip: _____ Country: _____

Please note, your diploma will be mailed to the address you enter above. However, indicating a new address on this form will not update your Student Record. You must update your address in MyCSUSM or by contacting us at enroll@csusm.edu.

Please check here if you wish to have your diploma mailed with e-ship global (international address)

Please check here if you wish to have your diploma notarized

Number of diplomas requested: _____ (\$10/diploma)

Term of Graduation: _____ (ex: Fall 2019, Spring 2020)

Degree Type: Bachelor of Arts Bachelor of Science Master of Arts Master of Science Other

Major: _____ Second Major (if applicable): _____

Honors (if applicable): Cum Laude Magna Cum Laude Summa Cum Laude

Reason for request: _____

Signature: _____ Date: _____

For Office Use Only:
Date Processed: _____ Staff Initials: _____