



## Office of the Registrar

500 El Camino Real

Santa Clara CA 95053

Main: (408) 554-4331 Fax: (408) 554-6926

Website: [www.scu.edu/registrar](http://www.scu.edu/registrar)

email: [registrar@scu.edu](mailto:registrar@scu.edu)

### REQUEST FOR REISSUE OF DIPLOMA FORM

Please read all Instructions and Guidelines below before filling out the form.

- Diploma reissues take approximately 8-10 weeks to process. There is no rush option. Verifications and transcripts can be prepared faster. Please visit the Office of the Registrar's Forms page for more information about verifications and transcripts. [www.scu.edu/registrar/forms/](http://www.scu.edu/registrar/forms/)
- If you do not remember your SCU ID#, or you graduated before 1989, you must provide your birthdate.
- **The fee for replacement is \$70.00.** Please see below for the link to pay by credit card. If you would like to pay by check, cash, or money order, please go back to the Office of the Registrar's Forms page and choose the "Pay by Check, Cash, or Money Order" option.
- If the original diploma has not been destroyed or lost it must be returned in order to receive a reissued diploma. Please submit the original diploma with the fee and form. Diplomas will not be reordered until the original diploma has been returned. Alumni are only allowed 1 diploma per degree. It is the policy of Santa Clara University that duplicate diplomas are not allowed.
- If you did not receive your original diploma, the Office of the Registrar must be notified within one calendar year of degree completion. In this case, no replacement fee will be charged.
- Replacement diploma follows the current diploma format. All replacement diplomas bear the signatures of the current University Chair of the Board of Trustees, President, Provost, and School Dean. Under current diploma format, prefixes are not used and only generational suffixes (Jr., Sr., II, III, etc) are acceptable.
- If you would like to change your name on all official university documents, please fill out the appropriate form:
  - Name Change to Add Married Name: <https://www.scu.edu/registrar/forms/request-for-name-change-to-add-married-name/>
  - Name Change for Other Reason: <https://www.scu.edu/media/offices/registrar/important-forms-/Name-Change-form-3-19-2015-1.pdf>

**For the diploma order form and credit card payment processing please click (or copy and paste) the link below**

*By clicking the link below you indicate you have read and agreed to the instructions and guidelines listed above.*

<https://commerce.cashnet.com/SRO1DiplomaReissue>