



California State Polytechnic University, Pomona
Registrar's Office

DUPLICATE DIPLOMA REQUEST FORM

<i>For office use only:</i>
Received on: _____
Order processed on: _____
By: _____

Identification

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First	Middle Initial	Student's Bronco Number

Date of Birth: Daytime Phone No.:

Email Address:

Diploma Information

Name as listed on diploma:

Degree (example: BS or BA): Graduation Date:

Major: Minor: Honors:

Mailing Information: *Please indicate the complete address of where your diploma should be mailed.*

Number and Street Address

<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip

Pick-up Information: *Daytime phone number is required.*

Yes, I will pick-up my diploma at the Registrar's Office

Authorized Signature:

Signature: _____ Date:

There is a \$15.00 charge for each duplicate diploma order. Before submitting this form to the Registrar's Office, please make your payment at the Student Accounts & Cashier Services, or send this form along with your check or money order payable to Cal Poly Pomona to:

Registrar's Office
California State Polytechnic University, Pomona
3801 West Temple Avenue
Pomona, CA 91768

The Registrar's Office orders diplomas on a weekly basis. Depending on when your request for duplicate diploma is received, it may take up to three (3) weeks to process your request.