



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 <small>If not known, please provide your SSN.</small>
Date of Birth: <input type="text"/>	Daytime Phone No.: <input type="text"/>		
Email Address: <input type="text"/>			

#### Diploma Information

Name as listed on diploma:	<input type="text"/>		
Degree (example: BS or BA):	<input type="text"/>	Graduation Date:	<input type="text"/>
Major:	<input type="text"/>	Minor:	<input type="text"/>
		Honors:	<input type="text"/>

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

<input type="text"/>		
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: <input type="text"/>
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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.