



Diploma Replacement Request Office of the Registrar

In the event that your diploma is lost or damaged you are welcome to order a new diploma with this form.

Instructions:

1. Fill out the Diploma Replacement Request (on the reverse of this form).
2. If you indicate a name change, you must provide documentation such as a marriage license.
3. Mail the Diploma Replacement Request with payment to the Registrar's Office at Life Pacific University | Registrar's Office | 1100 West Covina Boulevard, San Dimas, CA 91773. To expedite your request, you may fax this completed form to 909.706.3099.

Notes for Diploma Replacement Requests:

- All diplomas will be printed under the "Life Pacific University" name and bear the signatures of the current administration.
- Diplomas that are re-issued will include the original conferral date, along with a notation that the diploma was reissued on the date it was re-printed.
- Please allow additional time for weekends, holidays and peak season times (i.e. registration and graduation).
- Diploma replacements will not be processed for students with unpaid debts or other outstanding obligations to the college.
- Standard requests are processed within 4 to 6 weeks. Rush requests are processed in 2 weeks.
- Overnight requests cannot be sent to PO Boxes or international addresses.



Diploma Replacement Request

Office of the Registrar

This form may be submitted to the Registrar's Office via fax at (909) 706-3099 or mailed to Office of the Registrar, 1100 West Covina Boulevard, San Dimas, CA 91773. Please see the back of this form for more information regarding diploma replacement requests. *Please DO NOT Email*

Student Information Please supply all requested information to assist in locating your record.

Name: _____ Name While Attending: _____
Address: _____ Phone: _____
City: _____ ST: _____ ZIP: _____ Date of Birth: _____
Email: _____ Graduation Date: (Semester/Year) _____

Diploma Name Please PRINT clearly.

Please inscribe my name on the diploma as written below (Note: if you are changing your name from what was previously printed on your diploma you must submit documentation of your name change such as a marriage license. Your alumni record will be updated to this current name.)

First Name

Middle Name

Last Name

Delivery Method

- Standard (\$20) Processed in 4-6 weeks
- Rush (\$30) Processed in 2 weeks

Payment Method

- Credit Card (please complete CC information)
 - Visa
 - Master Card
 - Discover
 - AMEX
 - Check
 - Cash (not recommended by mail)
- Name of Cardholder: _____
Card Number: _____
Billing Address: _____
City: _____ ST: _____ Zip: _____
Exp Date: _____ 3-digit sec. code: _____

Signature

I hereby authorize the reprinting of my diploma.

Signature: _____ Date: _____

Registrar Office Use Only

- Date Received: _____
- Account Clear/ Unable to Release, Reason: _____
- Student Notified: Phone Email _____
- Fee Paid, Total Charge: \$ _____
- Computer Entry _____
- Date Sent _____