

Replacement Diploma Request Form

You can request a replacement diploma if the original diploma was lost, destroyed, or your name changed.

Student Information

Full name to Appear on Diploma (Legal or Lived)

Date of Birth

Student ID (if known)

Email Address

Phone Number

Name on Diploma

Your legal or lived name can print on your diploma. If your name has changed since graduation, you must update either your legal or lived name. To update your legal name, submit a [Request for Name Change](#). To update your lived name, use the [Social Identities Tool](#).

Degree and Mailing Information

Degree Awarded

Diploma mailing address (zip code required)

College

Major

Term Awarded

Diploma Fees (check one)

Diploma fee waiver – **\$0.00** contact academicrecords@ucsd.edu or (858) 534-3144 for information

Undergraduate or Graduate without fee waiver – **\$60.00**

SOM/SSPPS – **\$75.00**

Shipping Fees (check one)

All delivery dates are from the date of form received.

Standard – **\$0.00** Delivery in 6-8 weeks via USPS, no tracking.

Rush domestic (non-PO box) – **\$32.00** Delivery in 6-8 business days with tracking.

Rush international – **\$77.00** Delivery in 6-8 business days with tracking.

Payment Methods

ONLY check or money order, payable to ‘UC Regents’. No cash or card accepted.

Submitting the Form

If no payment is required, email your completed form to academicrecords@ucsd.edu

If payment is required, bring or mail your form with check or money order to the Registrar’s Office. If you mail the form and check or money order with tracking, email the tracking number to academicrecords@ucsd.edu

- Mailing via USPS: UCSD Registrar’s Office, ATTN: Chris Glover, 9500 Gilman Drive #0022, La Jolla CA 92093-0022
- Mailing via non-USPS courier: UCSD Registrar’s Office, ATTN: Chris Glover, 7835 Trade St, San Diego CA 92121

I understand the replacement diploma will bear the signatures of the current state and university officials.

I also understand that a reissue date will be printed at the bottom of my diploma.

Student Signature

Date