



## DUPLICATE DIPLOMA / CERTIFICATE REQUEST

Complete this form to order a duplicate copy of a diploma or a duplicate copy of a certificate. For every duplicate **degree/certificate** sought, a **\$10 payment** will be required. You may submit a payment online via Transact ([commerce.cashnet.com/csulapay](https://commerce.cashnet.com/csulapay)), in person via One-Stop Financial Services (Student Services Bldg. 2nd Fl., Room 2380) or by mail with check or money order to:  
Cal State LA, Graduation Office, 5151 State University Drive | Los Angeles, CA 90032-8531.

**IDENTIFICATION:** Please list the Student ID Number issued while in attendance at Cal State LA.

\_\_\_\_\_ **CIN**

-or-

\_\_\_\_\_ **SID or last 4 digits of your SSN**

-or-

\_\_\_\_\_ **PFN**

The name on your duplicate diploma/certificate will appear exactly as your Cal State LA records. If your name has changed since the issuance of your original diploma/certificate, please submit the **Bio/Demo Change** to the Records Office prior to submitting this form. To ensure the proper presentation of your name for your printed diploma, please **print clearly** and be sure to indicate below if you have any special marks (*accent marks, hyphens, capitalization, etc.*) in your name.

If you have recently filed for a name change, please check: [  ]

\_\_\_\_\_ **FIRST NAME**

\_\_\_\_\_ **MIDDLE NAME**

\_\_\_\_\_ **LAST NAME**

**DEGREE INFORMATION:** A diploma/certificate will not be issued if your degree is not reflected on your transcripts.

For **Dual Degrees** (BS & BA, MS & BS, etc.): please submit 2 request forms (1 per degree) and a \$20 payment - this type of award receives 2 diplomas.  
For **Dual Majors** (BS & BS, BA & BA, etc.): please submit 1 request form and a \$10 payment - both majors appear on a single diploma.

**DEGREE DATE:** \_\_\_\_\_

**DEGREE:** BA BM BS BVE MA MBA MM MFA MPA MPH MS MSW Doctorate Certificate

**MAJOR(S):** \_\_\_\_\_

**OPTION(S):** \_\_\_\_\_

**MINOR(S):** \_\_\_\_\_

**MAILING / CONTACT INFORMATION:**

Your diploma will be sent to the diploma mailing address listed on your GET account unless a different address is indicated below:

\_\_\_\_\_ **STREET ADDRESS**

\_\_\_\_\_ **CITY**

\_\_\_\_\_ **STATE**

\_\_\_\_\_ **POSTAL**

\_\_\_\_\_ **PHONE**

\_\_\_\_\_ **EMAIL** - (Optional) to status notifications.

Please indicate your delivery preference: [  ] **MAIL** - Your diploma/certificate(s) will be mailed.

(Optional) Reason for requesting duplicate: \_\_\_\_\_  
(I.E.: Submitting original payment, name change, original not received, damaged in mail, framing purposes, etc.)

**Online submissions:**

Email completed Duplicate Diploma/ Certificate form and Transact receipt to:

[GraduationOffice@calstatela.edu](mailto:GraduationOffice@calstatela.edu)

**In Person submissions:**

Print and complete Duplicate Diploma/Certificate form and pay via One-Stop Financial Services (Student Services Bldg. 2nd Fl., Room 2380).

**Mail application with Check/Money Order to:**

Cal State LA  
Attn: Graduation Office  
5151 State University Drive  
Los Angeles, CA 90032-8531

**Please allow 3-4 weeks for distribution.**

You may track the progress of your diploma using the following link: <https://www.michaelsutter.com/calstatela>

To obtain degree verification without ordering a diploma, you may order your Official Transcripts from the Records & Enrollment Office website: <https://www.credentials-inc.com/tplus/?ALUMTRO001140> or contact the National Student Clearing House at 703/742-4200. Complete information is available at: <http://www.studentclearinghouse.org/>