



Diploma Replacment 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
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Delivery Method

- Standard (\$20) Processed in 4-6 weeks
- Rush (\$30) Processed in 2 weeks
- Rush & Overnight Shipping (\$30+current postal rate) Processed in 2 weeks or less and mailed UPS (cannot be sent to a PO Box or international address)

Payment Method

Credit Card (please complete CC information) Visa Master Card Discover American Express

Check Name of Cardholder: _____

Cash (not recommended by mail) Card Number: _____

Billing Address: _____

City: _____ ST: _____ Zip: _____

Exp Date: _____ 3-digit security code: _____

Signature

I hereby authorize the reprinting of my diploma.

Signature: _____ Date: _____

Registrar Office Use Only	
<input type="checkbox"/> Date Received: _____	<input type="checkbox"/> Fee Paid, Total Charge: \$ _____
<input type="checkbox"/> Account Clear/ <input type="checkbox"/> Unable to Release, Reason: _____	<input type="checkbox"/> Computer Entry _____
Student Notified: <input type="checkbox"/> Phone <input type="checkbox"/> Email	<input type="checkbox"/> Date Sent _____
<input type="checkbox"/> Overnight, Tracking #: _____	



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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 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 College" 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.