



Request for Reissue of Graduate Diploma

Instructions for Completing Request for Reissue of Graduate Diploma

Form must be typed.

Use the Request for Reissue of Graduate Diploma Form to request a new diploma. You must fill out the form completely to ensure diploma and shipping accuracy.

Graduate Studies offers various postage and handling options for your diploma. The timeframe listed on the form includes clearing of payment, processing of your request through a third-party manufacturer, printing of your diploma and shipping. Students must select the diploma reissue (\$25) plus the fee for the desired postage and handling option.

If your university name has changed, you will need to submit a Name Change Request (<https://www.sfsu.edu/~admisrec/forms/regforms/namechange.pdf>), with the Registrar's Office prior to submission of the Request for Reissue of Graduate Diploma form. Request a new diploma after your name change has been processed by the Registrar's Office.

Please be sure to include all information requested on the form. Missing information will cause a delay in processing which will delay the delivery time for your diploma. Graduate Studies is not responsible for diplomas delivered outside the expected delivery period when a student does not list all required information. Incomplete forms will not be processed and will be returned to the address listed on the form.

**Please note diplomas that are damaged or lost in mail are not covered by the University. Please contact your local post office or submit a new Request for Reissue of Graduate Diploma.*

Form begins on Page 2

PLEASE NOTE: in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

REQUEST FOR REISSUE OF MASTER'S DIPLOMA

Please fill out this form completely. Make your check or money order payable to **San Francisco State University.
An additional 5 to 7 business days for processing orders paid by check.**

Mail to: Division of Graduate Studies
San Francisco State University
1600 Holloway Ave, ADM 250
San Francisco, CA 94132

Contact us at: (415) 338-2234 (phone)
or
(415) 405-0340 (fax)

TYPE OF DIPLOMA	PRICE	QUANTITY	SUBTOTAL
Postage and Handling (U.S. or Canada) – U.S. Mail <i>Expected delivery: Two to four weeks</i>	\$31.00		
Postage and Handling (U.S. or Canada) - Express Shipping <i>Expected delivery: Two to five business days</i>	\$65.00		
Postage and Handling (International) – U.S. Air Mail <i>Expected delivery: Three to five weeks</i>	\$40.00		
Postage and Handling (International) – Express Shipping <i>Expected delivery: Five to seven business days</i>	\$125.00		
TOTAL Diploma cost and Postage & Handling – CRS 15553			

Note: Diplomas that are damaged in mail are not covered by the University. Please contact your Post Office.

PLEASE PRINT OR TYPE YOUR NAME AS IT APPEARS ON UNIVERSITY RECORDS (if your name has changed please provide us with official documentation such as an ID, DL, or Passport):

_____ (First) (Middle) (Last)

PLEASE PRINT OR TYPE NAME AS YOU WISH IT TO APPEAR ON THE REISSUE:

_____ (First) (Middle) (Last)

SFSU ID: _____ Date of Birth _____ Term Graduated _____

Master's Degree earned _____ Major _____ Concentration _____

Current Mailing Address _____

Email _____ Phone _____

AFFIDAVIT: I hereby certify that the information provided above is true and correct.

Signature _____ Date _____