



REQUEST FOR REISSUE OF MASTER’S DIPLOMA & E-DIPLOMA

Instructions for reissue:

1. Fill out this form completely
2. Pay for Reissue of Diploma through the Gateway- Student Center. Instructions to pay online can be found here: <https://grad.sfsu.edu/content/pay-graduate-fees-online>
3. Forward filled out form, and e-receipt to Maham Khan at mkhan786@sfsu.edu

TYPE OF DIPLOMA	PRICE
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

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 _____

Please send the diploma to the following address:

Address _____ *Phone Number _____

City _____ State _____ Zip Code _____ Country _____

Province _____ *Email _____

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

Signature _____ Date _____

*Along with your diploma replacement you will be sent an e-diploma to the email address and phone number noted above. To track your order please click [here](#).