



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.

If your university name has changed, you will need to submit a Name Change Request (http://registrar.sfsu.edu/sites/default/files/namechange_1.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 form 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.

