

## DIPLOMA REPLACEMENT

Name \_\_\_\_\_

Humboldt ID

Phone Number \_\_\_\_\_

### Mail my replacement diploma to:

Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Destination Phone Number\* \_\_\_\_\_

Email Address \_\_\_\_\_

\*Overnight mailing is only available to street addresses (no P.O. boxes) within the 48 contiguous states (not Alaska, Hawaii, or overseas), a destination phone number is required

Graduation Date: Semester  Year

Degree  Major(s) \_\_\_\_\_

Reason for replacement

Diploma Name \_\_\_\_\_ (if different from legal name on file)

You may have a diploma printed with your chosen name. However, if you need to update your legal name officially with the university for records such as transcripts, please complete a legal name change form.

### Fees & Optional Services

#### Diploma Replacement Standard Processing: \$25.00

Your replacement diploma will bear the signatures of the current governor and current university and CSU officials, not necessarily those who were in office at the time of your graduation. **Standard Processing** may take as long as a month.

#### Diploma Replacement plus Expedited RUSH handling: \$35.00

Your request will be reviewed within 5 working days and sent via regular mail.

#### Diploma Replacement plus RUSH handling and Overnight Mail Service\*: \$55.00

Your diploma request will be reviewed within 5 working days and sent via overnight mail.

#### Add Notary Service: Additional \$10.00

Payment Method:

Payment Enclosed  
(check or money order)

Electronic Payment  
Enter receipt number

and date

**Print and sign your form.** Requests without signatures will not be processed.

**Date**

**Student's Signature (Required for release of academic records)**

For office use only

(use DETC 5904)

Select payment option.

For Electronic Payment:

- 1) Go to: [humboldt.edu](http://humboldt.edu)
- 2) Select Electronic Payment from quicklinks
- 3) You will be directed to CASHNet. Enter your Humboldt ID # and your birth date (MMDDYYYY)
- 4) Click on Replacement Diploma / Diploma Cover
- 5) Select one or more of the options.
- 6) Click Add to Basket
- 7) Click the Checkout

**By Mail** (*electronic payment, check or money order*)

Cal Poly Humboldt  
Office of the Registrar, Transcript Section  
1 Harpst Street  
Arcata, CA 95521

**By Fax** (*electronic payment only*) 707.826.6194

**By Email** (*electronic payment only*) you will need to print this form, sign your name, scan, and send to: [transcripts@humboldt.edu](mailto:transcripts@humboldt.edu)