

Duplicate Diploma Request Form

- **The following processing options are available:**
 - Hold for pickup at the Records Office = **\$50**
 - **USPS Certified Mail** within the United States = **\$50**
(signature required, includes tracking number)
 - **FedEx International** = **Fee** may vary depending on the country of destination *(includes tracking number)*
- **Loma Linda University holds academic records for degrees earned between 1967-1989.** Please email registrar@llu.edu.
- **Please contact us for details and pricing on multiple duplicate diplomas**
- **Payments are accepted through the following methods:**
 - In person at the Bursar's Office
 - Credit card via phone through the Bursar's Office: (951) 785-2152
 - Check or money order made payable to "La Sierra University"

Return this form to the Records Office:

La Sierra University
4500 Riverwalk Parkway
Riverside, CA 92505-3332

Fax: (951) 785-2447

Phone: (951) 785-2006

Email: diploma@lasierra.edu

For your protection, please do NOT email or write in your payment information or social security number.

STUDENT INFORMATION

Last Name	First Name	ID Number	Date of Birth

DEGREE (SELECT ONE)

Graduation Year: _____ Major: _____

- BA
 BS
 BMus
 BFA
 BSW
 MA
 MBA
 MFA
 MS
 MTS
 MMin
 MPS
 MDiv
 MAT
 MEd
 EdD
 EdS
 PhD

I wish to have my duplicate diploma:

- Held for pickup at the Records Office, contact me via email and/or phone (**\$50**)
 Mailed to the address below: **Select one:**
 USPS Certified Mail (**\$50**)
 FedEx International (**Fee varies**)

Street Address:	
City, State/Province:	
Zip/Postal Code:	Country:
Email:	Phone:

By signing below, I authorize that I am requesting a copy of my diploma that will be released upon payment verification. I understand that the word "**Duplicate**" will appear in 10 pt. font on the bottom right corner of my diploma.

STUDENT SIGNATURE	DATE
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