



## Duplicate Diploma Request Form

Office of the Registrar  
9700 West Taron Drive  
Elk Grove, CA 95757  
CNRegistrar@cnsu.edu

### INSTRUCTIONS

Complete form and return with a \$20.00 check made payable to California Northstate University to the Office of the Registrar.

#### Please Note the Following:

- Emailed or faxed requests cannot be honored.
- The duplicate diploma will reflect your official graduation date and information. However, the duplicate will bear the signatures of the current officers of the College.
- The statement "Duplicate" will appear at the bottom of the diploma.
- Duplicate diplomas will not be released if financial obligations to CNU are not satisfied. Please contact the Business Office/Controller at 916-686-8975 with questions regarding your account.
- Please allow 30 business days to receive the duplicate diploma in the mail.

### DIPLOMA INFORMATION

Legal Name: \_\_\_\_\_  
Last First Middle

Previous Name (if applicable): \_\_\_\_\_  
Last First Middle

Student ID#: \_\_\_\_\_ Class of: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Request for Request (check one):  Original diploma has been lost or damaged  
 Other: \_\_\_\_\_

### STUDENT INFORMATION

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE OF THE REGISTRAR USE ONLY

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_