

Duplicate Diploma Order

INSTRUCTIONS

Please complete and submit the duplicate diploma order request form which must include the following:

1. Full/Legal name to be printed on diploma (and any previous names used)

- You are required to update your student record with any name and/or address changes PRIOR to submitting your order. Please complete the required updates at the following link:
https://www.calu.edu/inside/forms/files/academic-affairs/change_to_student_information.pdf

2. Degree(s) and graduation date(s)

- Per PASSHE policy, diplomas do NOT identify the major field of study completed, except when it is part of the degree designation (e.g., Bachelor of Science in Education).

3. Number of copies required for each degree (\$25 per copy)

4. Current contact information (address/phone number) for mailing

5. Specific instructions on any special handling needs, such as notarization and international mailing which will increase costs and processing time

- For expedited and/or international mailings, a pre-paid shipping label is highly preferred and strongly recommended. Since the University is unable to mail via COD and shipping fees may not be available until a diploma is ready to be mailed, the processing/turnaround time will increase. Any additional payment required to cover special shipping fees must be received prior to the University releasing a diploma.

6. Rush orders requiring immediate processing (\$10 per order, not per diploma)

- Please indicate "RUSH" on your request. A rush order will be submitted to the printing company within 3 business days of receipt of your written request and payment. The company will then ship the diploma to the University within 10 business days, which will then be mailed to requester.

7. Check or money order made payable to "California University of Pennsylvania"

8. Signature and printed name of requester/graduate and date

9. Completed request form and payment submitted to:

California University of Pennsylvania
Office of Academic Records
250 University Avenue, Box 93
California, PA 15419

PLEASE NOTE:

- *For transcripts (the most official University document confirming degree completion), please visit the following link for online ordering: <https://www.credentials-inc.com/tplus/?ALUMTRO003316>*
- *For employers who may require immediate graduation verification, please contact the Office of Academic Records at 724-938-4434.*
- *Any outstanding financial obligations and debts to the University must be cleared prior to the release of official University documents (e.g., diplomas and transcripts).*
- *While the typical turnaround time is 6-8 weeks, we will do our best to process requests more quickly. Processing time will vary depending on the date your request and payment is received. Holds placed on student accounts and student information changes not officially confirmed may delay and/or prevent processing of requests.*

