



School of Law
Office of the Registrar

UNIVERSITY OF SAN FRANCISCO SCHOOL OF LAW

DUPLICATE DIPLOMA REQUEST FORM

DIRECTIONS

Graduates of the University of San Francisco School of Law may order duplicate copies of their diplomas for **\$50** per copy plus applicable shipping costs, if any. Duplicate diplomas are mailed or may be picked up 3 to 4 weeks from receipt of order *with payment*.

RETURN FORM

By mail or in person:

University of San Francisco School of Law
Office of the Law Registrar, Kendrick Hall 220
2130 Fulton Street
San Francisco, CA 94117

By fax: (415) 422-4199

1. Student Information

NAME AS IT IS TO APPEAR ON THE DIPLOMA (Please print clearly.) *Please note that a graduate may obtain a diploma for the name recorded at graduation. To obtain a diploma with a new legal name, a graduate must submit original documentation of the name change and complete a "Change of Personal Data Form" at the Law Registrar's office. **Call (415) 422-6778 with questions.**

First name	Middle name or initial <i>(optional)</i>	Last name	Suffix
Phone #	Email address	Student ID #	Date of birth (mm/dd/yy)
Authentic signature required		Last attended (term/yy)	Date of request (mm/dd/yy)

2. Order Summary

Delivery - <i>Allow 3 to 4 weeks for processing.</i>	Quantity	Cost	Subtotal
Pick-up in Person <i>Picture ID required.</i>		\$50 per duplicate diploma <i>only</i> .	
Standard U.S. Postal Service Allow sufficient delivery time, with up to 3 or more weeks for standard international mail.		\$50 per duplicate diploma <i>only</i> . No charge for standard domestic or international mail.	
Priority Overnight Mail Next business day delivery to most U.S. addresses. Recipient phone # <i>required</i> .		\$50 per duplicate diploma, <i>plus priority domestic shipping</i> : \$30 to California. \$45 to the continental U.S., except California. \$50 to Hawaii or Alaska.	
International Priority Mail Delivery in 2 to 5 business days. Recipient phone # <i>required</i> .		\$50 per duplicate diploma, <i>plus international priority shipping</i> : FedEx charge assessed & quoted on date of mailing.	
Total diplomas requested:			Total amount due:

3. Mailing Address

Recipient name	Address <i>(P.O. box not accepted for priority mail)</i>		
Address			
City	State	ZIP code	Country
			Recipient phone # <i>(for priority mail)</i>

4. Payment

Cash or credit. *Checks not accepted.*

Cash *(in person only)*.

OR

Name on card: _____
 Card #: _____
 Visa, MasterCard, AmEx Expiration (mm/yy): _____

OFFICE USE ONLY

Received by date & time: _____	Received by staff initials: _____	Completed by staff initials: _____
Total due: _____	Total paid: _____	Diploma charge confirmation #: _____
FedEx paid: _____	FedEx charge confirmation #: _____	