DIPLOMA DUPLICATE/REPLACEMENT/SEPARATE PRINTING REQUESTS

SBCC ID K ____ ____ ____ ____ ____ ____ ____ ____ Date of Birth: ________________________________

Student Name: ____________________________________________________________________________

Student Name to appear on Diploma: _________________________________________________________

Phone: __________________________ E-mail: ______________________________________________________

Type:  □ AA/AA-T  □ AS/AS-T  □ Certificate of Achievement  □ Skills Competency Award

Program(s) of Study: _______________________________________________________________________
_____________________________________________________________________________________

☐ Fall  ☐ Spring  ☐ Summer  Year Awarded: ___________

Select One:
☐ Duplicate/Replacement ($20 per copy)  Number of copies __

☐ Separate Diploma Printing. The original diploma of each type per semester is free. For separate printing of all programs of the same type in a semester, there is a charge of $20 for each additional diploma. If the request is not placed before the semester's printing is complete, you will be charged for each diploma. Contact the Degree Analyst for information: (805) 965-0581 ext. 2956 or www.sbcc.edu/diplomas

Select One:
☐ Mail. $6.50 to US addresses or $10 to international addresses

Mailing Address: __________________________________________________________________________
_____________________________________________________________________________________

☐ Pick up at Admissions & Records. Notification will be sent via email.

Fees and Payment

☐ Charge fees to my Pipeline account. It is my responsibility to log in and pay fees. I acknowledge that failure to do so will result in a financial hold placed on my record.

☐ Check enclosed. Make payable to SBCC and include your SBCC ID number on the check.

Signature: _____________________________ Date: ________________

Submit the completed form in person; mail to SBCC Admissions & Records, 721 Cliff Drive, Santa Barbara, CA 93109; or fax to (805) 962-0497. Faxed forms will only be accepted if you select the option to have the fees charged to your Pipeline account.

OFFICE USE

Total $_______    Check enclosed ___ Pipeline Charge____ Paid at Cashier_____ Date Printed _____________    Processed by______

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