



Santa Barbara City College  
Admissions & Records  
Diploma/Certificate Mail Request

**Instructions**

1. Diplomas/Certificates are available no sooner than the following:
  - Fall Diplomas/Certificates are available late March
  - Spring Diplomas/Certificates are available late September
  - Summer Diplomas/Certificates are available late October
2. Diplomas/Certificates will not be released if you have outstanding financial obligations to SBCC. Check your Pipeline account for any financial holds.
3. Submit completed form and your check (payable to SBCC) for mailing fees to SBCC Admissions & Records, 721 Cliff Drive, Santa Barbara, CA 93109.
4. Faxed forms will ONLY be accepted if you select to have the mailing fees charged to your Pipeline student account. Fax your completed form to 805-962-0497.
5. Diplomas/Certificates are sent First Class Mail to U.S. addresses and by Airmail to foreign addresses.
6. Mailing fees are subject to change without notice.

**Please mail my diploma/certificate to:**

<b>Full Name (as it appears on diploma/certificate)</b>			<b>SBCC I.D. (K00000000)</b>	
<b>Street Mailing Address</b>	<b>City</b>	<b>State</b>	<b>Zip/Postal Code</b>	<b>Country</b>
<b>Phone</b>		<b>Email</b>		

Degree Earned	Major	Term Awarded	Year Awarded
__AA __AS __CA		__Fall __Spring __Summer	
__AA __AS __CA		__Fall __Spring __Summer	
__AA __AS __CA		__Fall __Spring __Summer	

**Fees and Payment (select one)**

**\$6.50 Diploma/Certificate mailed to U.S. address**

**\$10.00 Diploma/Certificate mailed to foreign address**

- Charge the mailing fee to my Pipeline student account. It is my responsibility to login 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 I.D. on the check.

<b>Student Signature</b>	<b>Date</b>
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OFFICE USE ONLY					
<b>Holds</b>	<b>Check Received</b>	<b>Assessed to Student Account</b>	<b>Ordered</b>	<b>Date Mailed</b>	<b>Processed by</b>