



ADMISSIONS & RECORDS
DIPLOMA MAILING REQUEST

OFFICE USE ONLY
App on file
Terms

I have submitted an application for a [Degree, Certificate of Achievement](#), and/or [Skills Competency Award](#) or had an application submitted for me by my academic counselor.

Unless otherwise notified, diplomas are available by the following dates:

- Awarded for the most recent Fall Semester - April 1
- Awarded for the most recent Spring Semester - October 1
- Awarded for the most recent Summer Sessions - November 1

Diplomas are not printed for IGETC or CSU GEB Certificates. Admissions & Records does not process President’s Honor Roll or Department Awards. Fees apply for replacements and copies. See sbcc.edu/diplomas.

NAME:

SBC ID: *(Begin with 0. Do not type the K)*

K

FULL MAILING ADDRESS FOR DIPLOMA *(International addresses: Follow [Universal Postal Union guidelines](#)):*

COUNTRY (IF NOT U.S.):

PHONE:

EMAIL:

Diploma mailing fees are **temporarily** waived while in-person services are suspended. Fees for [replacements/duplicates](#) are still in effect. Diplomas will not be released if you have financial holds. Check your Pipeline account.

You are responsible for notifying the Degree Analyst of changes to your diploma mailing address using the email below. Tracking and rush shipments are not available for diplomas.

Options to submit the request:

- Email the completed form to diplomas@sbcc.edu. Review your attachment before sending it. Do not email a blank form. *Tip: Enter your information, click the print icon, and choose "Save as PDF" as the printer destination.***
- Fax to (805) 962-0497**
- Mail to SBCC Admissions & Records, 721 Cliff Dr, Santa Barbara, CA 93109**

STUDENT SIGNATURE: _____

DATE: _____

Type name or insert signature

STAFF USE:	Holds	Check Received	Charged to Pipeline	Paid at Cashier	Date Mailed
Sequence Numbers:				Fee Waived	Last Revised 3/12/21