



Diploma Re-Order Form

Office of the Registrar

Use this form to re-order a diploma. Payment must be included when the form is submitted. Make checks or money orders payable to "CSU East Bay". Cash is not accepted by mail. Alumni with access to MyCSUEB have the option to re-order a diploma by logging into MyCSUEB and selecting "Diploma Re-Order".

Please note that effective January 1, 2010 the University will no longer print "California State University Hayward" on diplomas and all diplomas will be printed with "California State University East Bay". Replacement diplomas will be mailed within 4-6 weeks of the date the order is received and are mailed directly from the University's authorized third party vendor. Diplomas are not available for pick up in person.

Instructions:

1. Submit completed form along with payment made payable to "CSU East Bay" in one of the following ways:
 - a. In Person: Submit to the Cashier's Office in the Student Administration Building at the Hayward Campus or to the Academic Services Lobby at the Concord Campus.
 - b. Mail To: Cashier's Office
Cal State East Bay
25800 Carlos Bee Boulevard
Hayward, California 94542

Degree Information	Quantity	Cost Per Replacement Diploma	Total
Undergraduate Degree		\$10	
Graduate Degree		\$10	
Total Enclosed – Make payable to "CSU East Bay"			

Name as it appears on your University record (and/or other names used while attending CSU East Bay/CSU Hayward):

First Middle Last

Net ID or SSN: _____ Term of Graduation: _____

Degree Earned: _____ Date of Birth: _____

Major: _____ Phone Number: _____

E-Mail Address: _____

Current Mailing Address: _____

I hereby certify the information provided above is true and correct.

Student Signature: _____ Date: _____

For Office Use Only:	<input type="checkbox"/> Approved	Processed by: _____	Date: _____
	<input type="checkbox"/> Not Approved	Mail Date: _____	