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

<table>
<thead>
<tr>
<th>Degree Information</th>
<th>Quantity</th>
<th>Cost Per Replacement Diploma</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Degree</td>
<td></td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>Graduate Degree</td>
<td></td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>Total Enclosed – Make payable to “CSU East Bay”</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Last ____________________________ First ____________________________ Middle ____________________________
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: □ Approved Mailed by: ____________________________ Date: ____________________________
□ Not Approved ____________________________