



**BRANDMAN
UNIVERSITY**

16355 Laguna Canyon Road
Irvine, CA 9261

Duplicate Diploma/Certificate Request Form

INSTRUCTIONS:

1. Duplicate diploma or certificate will **NOT** be issued if the student account has an active **HOLD**.
2. Submit completed form accompanied by check or money order payable to Brandman University, to the following address:

Brandman University
 Diploma Department-Duplicate Request
 16355 Laguna Canyon Road
 Irvine, CA 92618

Note: The fee for a duplicate diploma or certificate fee is \$50.00.

3. Allow **two to four weeks** for delivery of duplicate diploma or certificate.
4. If the original diploma name is different from your current name, and if you want the duplicate diploma issued in your current name, you must submit two forms of identification so your permanent record is changed to your current name.
5. Duplicate diploma or certificate will bear the signatures of the current officials of the University.

Status of diploma or certificate order, please email diploma@brandman.edu

Please Print:

Name on original diploma/certificate:			
Requested (New) diploma/certificate name:			<input type="checkbox"/> Check box to update permanent record
Student ID # or last four digit of Social Security #:			Date of Birth:
Month/Year Degree/Certificate awarded:	Degree/Certificate received (i.e. BA):		Major:
Mailing Address-Street:			
City:	State:	Zip Code:	Province:
Day phone:	Cell phone:	Brandman Email address:	
Comment (eg indicate accent mark to diploma/certificate name):			
Student Signature:			Date:

For Office Use Only

Payment: <input type="checkbox"/> Check <input type="checkbox"/> Money Oder	Date form received:
Date Processed:	Date mailed:
<input type="checkbox"/> Hold verified	<input type="checkbox"/> Degree/certificate verified