

### Application for Duplicate Diploma

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Print Full Name

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Student ID

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Student Signature

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Date

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Degree Name

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Degree Completion Date

**Please Note:**

- Your degree must already have been awarded in order to use this form. If your degree has not been awarded, you must fill out the Graduation Application.
- Names on diplomas will appear exactly as they appear in our records.
- If your name has changed since enrollment, i.e., marriage, legal name changes, etc., you must submit proof of name change to have your new name appear on your diploma.
- Duplicate diplomas take 6 to 8 weeks to be printed and mailed.
- Duplicate diplomas cannot be released if any financial obligations are outstanding.
- A duplicate diploma is an official diploma that can be used as the original diploma.
- Duplicate Diploma fee: \$55.00

Please submit your request to the Office of the Registrar at [registrar@sofia.edu](mailto:registrar@sofia.edu) or 1069 E. Meadow Circle, Palo Alto, CA 94303.