



CALIFORNIA
NORTHSTATE
UNIVERSITY

Duplicate Diploma Request Form

Office of the Registrar
9700 West Taron Drive
Elk Grove, CA 95757
Registrar@cnsu.edu

INSTRUCTIONS

Complete form and return with a \$20.00 check made payable to California Northstate University to the Office of the Registrar.

Please Note the Following:

- Emailed or faxed requests cannot be honored.
- The duplicate diploma will reflect your official graduation date and information. However, the duplicate will bear the signatures of the current officers of the College.
- The statement "Duplicate" will appear at the bottom of the diploma.
- Duplicate diplomas will not be released if financial obligations to CNU are not satisfied. Please contact the Business Office/Controller at 916-686-8975 with questions regarding your account.
- Please allow 30 business days to receive the duplicate diploma in the mail.

DIPLOMA INFORMATION

Legal Name: _____
Last First Middle

Previous Name (if applicable): _____
Last First Middle

Student ID#: _____ Class of: _____ Date of Graduation: _____

Request for Request (check one): ☐ Original diploma has been lost or damaged

☐ Other: _____

STUDENT INFORMATION

Phone: _____ Email: _____

Permanent Address: _____
Street

City State Zip

Student Signature: _____ Date: _____

OFFICE OF THE REGISTRAR USE ONLY

Date Received: _____ Date Processed: _____ Processed By: _____

Updated 10/13 OR