

**Directions:** Please provide the following information to assist us with your diploma replacement request. Processing time is typically about 8-10 weeks. The cost of the diploma is \$40, \$50 for Doctoral diploma, or \$75 for School of Law Diploma. UPS shipping is available for an additional \$20 (\$35.00 for international addresses).

If you have questions or special requests regarding your diploma replacement request, please contact OneStop at 310-506-7999.

Upon completion of this request form, return it to Pepperdine with payment (cashier's check or money order payable to Pepperdine University) by mail to the following address: Pepperdine University/ Attn: OneStop/ 24255 Pacific Coast Highway/ Malibu, CA 90263

**Information About You:**

Last Name		First Name		MI	Previous Last Name	
Current Address					Student ID Number or SSN	
City			State	Zip Code		Birth date
E-mail address					Phone Number	
School Attended <input type="checkbox"/> Seaver College <input type="checkbox"/> GSEP <input type="checkbox"/> The Graziadio School <input type="checkbox"/> Public Policy <input type="checkbox"/> School of Law					Years Attended From:                      To:	
Degree Received:					Graduation Date:	

**Delivery Address:**

Recipient			Diploma Fee		\$40.00
Address (1)			Delivery Method		Shipping Charge
Address (2)			<input type="checkbox"/> US Mail		\$0.00
City			State	Zip Code	
Country			<input type="checkbox"/> UPS		\$20.00
			<input type="checkbox"/> UPS International		\$35.00
Total charge (\$40 plus shipping)					\$ _____

**Comments/Special Instructions**

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**Authorization**

I authorize Pepperdine University to reissue a duplicate diploma to the destination indicated on this request. I understand that Pepperdine University cannot accept responsibility for diplomas lost in the U.S. Mail system.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received/Processed	Payment	Date Sent/ Picked Up
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