

DIPLOMA REPLACEMENT REQUEST

Directions: Please provide the following information to assist us with your diploma replacement request. Processing time is typically about 8-10 weeks. The cost is \$40 for standard diploma, \$50 for Doctoral diploma. UPS shipping is an additional \$20 (\$35 for international).

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 (check made to Pepperdine University or cash) 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"/> The Graziadio School <input type="checkbox"/> Pepperdine College (Original Los Angeles Campus)					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 <input type="checkbox"/> UPS <input type="checkbox"/> UPS International	\$0.00 \$20.00 \$35.00	
City	State	Zip Code			
Country			Total charge (\$40 plus shipping) \$ _____		

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
--------------------	---------	----------------------

S:\Forms\Diploma Reorder