

INSTRUCTIONS:

1. **Brandman/Chapman University College students whose degrees were conferred after 2007 should contact diploma@umassglobal.edu for duplicate diplomas/certificates.**
1. Email the completed form the Office of the University Registrar at regforms@chapman.edu from your Chapman email account.
2. Pay the duplicate diploma/certificate fees. Payment should be submitted through the [Chapman Marketplace](#).
 - Domestic delivery fee-\$25
 - International delivery fee-\$50
 - FedEx rush fees for expedited diplomas/certificates sent domestically is an additional \$25
3. Allow **six to ten** weeks for delivery of the duplicate diploma/certificate. If someone other than the student is ordering or picking up the diploma, a **signed authorized release form** from the student is required along with photo identification of the person picking it up.
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 diplomas/certificates will bear the signatures of the current officials of the University.
6. Duplicate diplomas/certificates will not be issued if the student's account has a hold.
7. For questions, please email conferral@chapman.edu or call (714) 997-6701.

Name on original diploma/certificate:			
Requested (New) diploma/certificate name:			
Student ID # or last four digit of Social Security #:		Date of Birth:	
Month/Year Degree awarded:	Degree received (e.g.,BA):	Major:	
Month/Year Certificate awarded:	Certificate received:		
Do you need the duplicate diploma/certificate notarized? If yes, please fill out the additional Notary Request form.		Yes	No
Mailing Address - Street		Country:	
City:	State:	Zip Code:	Province:
Day phone:	Cell phone:	Email address:	
Comment (Indicate accent mark to diploma/certificate name):			

For Office Use Only

Payment: Check Credit Card		Date form received	Date mailed
Hold verified		Degree/certificate verified	