



Attn: Registrar's Office  
2211 College View Drive  
Redding, CA 96003  
Phone: (530) 226-4111  
Fax: (530) 226-4870

**Office of the Registrar  
Diploma Reprint Request**

Name: \_\_\_\_\_

Print name in the space below as it will appear on the diploma:

\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Student ID: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Year of graduation: \_\_\_\_\_

Degree received: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Please check one of the following options:

Pick up

Please mail to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prices:

\$20 "College" grad on "University" diploma paper

\$30 "College" or "University" grad on "University" diploma paper with black "Simpson University" diploma cover

\$20 International mailing fee (domestic is no extra charge)

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

**Please allow 5 business days for reprints. Allow 7 – 10 business days for mailed diplomas. Note: Diploma reprints will have a stamp on the bottom right corner that reads: "Diploma Reprint: Signatures may vary from original."**

**FAXED REQUESTS MUST INCLUDE THE FOLLOWING PAYMENT INFORMATION:**

Master Card/Visa/AMEX Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

(3 digits on back of card of Visa & MC; 4 digits on front of card for AMEX) \_\_\_\_\_

Office Use Only

Pymt \$ \_\_\_\_\_

Ck # \_\_\_\_\_

Credit Card

Cash