



OFFICE OF THE REGISTRAR

Registrar, 1156 High Street, Santa Cruz, CA 95064
Phone (831) 459-4412 • FAX (831) 459-5051
registrar@ucsc.edu

DIPLOMA NOTARIZATION REQUEST FORM INSTRUCTIONS

If you need your diploma notarized, have a **copy** of your diploma notarized instead of the original unless a country requires that the original diploma be notarized for visa purposes, etc. If a country requires that the original diploma be notarized, your original diploma may become the possession of that country; in this case, you need to order a copy of your diploma. *Please note:* the copy of your diploma will carry the following notation: UPON REQUEST OF THE AWARDEE, THIS DOCUMENT WAS REISSUED IN [Date Issued], TO REPLACE THE ORIGINAL THAT WAS LOST OR DESTROYED. SIGNATURES MAY VARY.

For your request to be completed in a timely manner, please be sure to follow these instructions carefully. Please note: the processing time for each request is approximately one week from receipt of all required documentation to the Office of the Registrar (this does not include mailing time). If you are working with a deadline, please contact our office at 831-459-4412 to verify the currently estimated processing times.

Supply the following documents for processing of this request (all are required):

1. Your original diploma
2. Diploma Notarization Request Form, completed, signed and dated
3. Payment by cash, or payment by check, money order, or cashier's check made payable to "UC Regents."

Send these documents to:

Office of the Registrar, ATTN: Notary
190 Hahn Student Services
1156 High Street. Santa Cruz, CA 95064

Additional questions or concerns? Please call 831-459-4412 or send e-mail to registrar@ucsc.edu.

Additional information can be found online at <http://registrar.ucsc.edu/faqs/students/notarization.html>.

Revised: 10/06/20

DIVISION OF UNDERGRADUATE EDUCATION

Rachel Carson College • Cowell College • Crown College • Kresge College • Merrill College • Oakes College • Porter College • Stevenson College
Campus Orientation • Enrollment Management • Financial Aid and Scholarships • Office of the Registrar • Undergraduate Admissions
Campus Advising Coordination • Educational Partnership Center • Office of the Vice Provost and Dean • Summer Session



OFFICE OF THE REGISTRAR

Registrar, 1156 High Street, Santa Cruz, CA 95064
Phone (831) 459-4412 • FAX (831) 459-5051
registrar@ucsc.edu

DIPLOMA NOTARIZATION REQUEST FORM

Mail this request to the Office of the Registrar

Name on UCSC Records: _____
Last First Middle

Address: _____

Student ID or SSN: _____ DOB (mm/dd/yy): _____ Phone: _____ E-mail: _____

Degree: _____ Major: _____ Degree Award Date: _____

____ Number of copies requested X \$23 each = \$ _____

ADDITIONAL PROCESSING OPTIONS

____ Express Mailing (USA only) X \$25/address = \$ _____

____ International Standard Mailing X \$5/address = \$ _____

____ International Express Mailing X \$30/address = \$ _____

____ Signed and Sealed Envelope X \$23/copy = \$ _____

TOTAL = \$ _____

Check this box to notarize your original diploma. Otherwise, we will produce a copy that is notarized and can be submitted to the requesting agency while you maintain ownership of the original.

Phone number of addressee (required): _____

Make checks or money orders payable to the UC Regents.

Mail the notarized documents to the address below.

Attention: _____ (Institution name, if applicable _____)

Street: _____

City: _____ (International, add mailing code: _____)

State: _____ Zip Code: _____ (International, add country name: _____)

Signature: _____ Date: _____

For Office Use Only

BA BS BM MS MA PhD EdD Certificate

Major(s): _____ Award Date: _____

College: _____ Honors Awarded: N/A Major College University

Fee Posted _____ Check# _____ Cash Amount \$ _____

Revised: 10/06/20

DIVISION OF UNDERGRADUATE EDUCATION