

Certificate Replacement Request

PLEASE TYPE OR PRINT CLEARLY

Failure to complete any of the fields below may delay or prevent your request from being processed. Your request may also be delayed due to a hold on your student record, lack of academic history or failure to include payment with your request. This form is to request replacement copies only. If you have not received your original certificate, email unex-certificate@ucsd.edu.

STUDENT I.D. NUMBER (IF KNOWN)

LAST NAME

FIRST NAME

INITIAL

STREET ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

OTHER NAMES UNDER WHICH YOU HAVE ENROLLED

EMAIL ADDRESS

STUDENT SIGNATURE *physical signature required for release of records*

Mail Certificates to

Certificates cannot be mailed without the complete address.

ADDRESS

Professional/Specialized Certificate: \$25 per copy Total Copies Requested \$25 per copy \$

Name of certificate program

Continuing Education Unit (CEU) Certificate: \$10 per copy Total CEU Certificates \$10 per copy \$

Name of course

Total FedEx Requests FedEx Fees \$

*If applicable, student is responsible for any customs fees.

GRAND TOTAL \$

*For additional certificates, include a supplemental page.

Payment method (Check one)

Cash/Check
 Visa
 Mastercard
 Discover
 American Express
 Diners Club
(payable to UC Regents)

CREDIT CARD NUMBER EXP. DATE

AUTHORIZING SIGNATURE *physical signature required*

For Office Use Only

Payment received by

Date

Certificate produced by

Date

Questions? Call Student Services

Phone ► (858) 534-3400
Number

Certificate replacement requests must be submitted in writing

To best protect your information, credit card information should **never be emailed**. It may be faxed or mailed to our office, or submitted in person.

Mail to ► Student Services
University of California San Diego
Extended Studies
9500 Gilman Drive, Dept. 0172-S
La Jolla, CA 92093-0172

Fax to ► **Fax Number: (858) 246-1031**

Check one delivery option

- Standard USPS mail delivery**
(no additional fee)
- Pick-up** (No additional fee. You will be emailed when certificate is ready for pick up)

Specify location

- FedEx** (\$25 additional fee per address. Must be received by 2pm PST. No delivery to P.O. Boxes.)