



Admissions & Records  
DIPLOMA REPLACEMENT & DUPLICATE REQUESTS

SBCC ID K

Leave blank  
if not available

Date of Birth (required): \_\_\_\_\_

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

Student Name to appear on Diploma: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type:  AA/AA-T  AS/AS-T  Certificate of Achievement  Skills Competency Award

Program(s) of Study: \_\_\_\_\_

\_\_\_\_\_

Fall  Spring  Summer Year Awarded: \_\_\_\_\_

Replacement/duplicate fee is \$20 per diploma. Number of copies requested: \_\_\_\_\_

Mailing Address:

or

Pick up in person from Admissions & Records. *Pickup notification will be sent by email.*

**Fees and Payment**

Charge fees to my student account. Fees will be applied after receipt of completed form. It is my responsibility to log in and pay fees. I acknowledge that failure to do so will result in a financial hold placed on my record.

Check enclosed. Make payable to SBCC and include your SBCC ID number on the check if available.

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

Date: \_\_\_\_\_

Submit the completed form to SBCC Admissions & Records, 721 Cliff Drive, Santa Barbara, CA 93109; email to [diplomas@sbcc.edu](mailto:diplomas@sbcc.edu); or fax to (805) 962-0497. Visit [sbcc.edu/diplomas](http://sbcc.edu/diplomas) for more information about diplomas.

OFFICE USE

Total \$\_\_\_\_\_ Check enclosed \_\_\_ Pipeline Charge\_\_\_\_\_ Paid at Cashier\_\_\_\_\_ Date Printed \_\_\_\_\_ Processed by\_\_\_\_\_

Rev. 9/6/24