UCSB Replacement Diploma Ordering instructions

Begin your order by logging into GOLD using your Perm and PIN.
Use the Perm lookup and PIN reset links if needed.
If you have difficulty logging in please contact our office at 805-893-3592.
To order a replacement diploma, click on “Grades” at the top of the screen.

Then select “Transcripts & Verifications.”
TRANSCRIPTS AND VERIFICATIONS

Both Transcripts and Verifications are made up of information from a student's academic record. Transcripts are a detailed account of coursework, grades, quarterly and cumulative GPAs, information on probation and certain academic honors, etc. Verifications are less detailed, and contain primarily quarterly enrollment statuses and degrees awarded.

Unofficial Transcripts
Unofficial Transcripts are free and can be printed directly from your computer. They are generally used for advising purposes, but may be accepted by some scholarship agencies or educational entities in lieu of an Official Transcript.

Official Transcripts
Official Transcripts are printed and distributed by the Office of the Registrar on security paper bearing the University seal and Registrar’s signature. They require a fee, and can take up to a week to process. They are generally used for college and graduate school applications, scholarship applications, and occasionally for employers.

Click on “Official Transcripts.”

OFFICIAL TRANSCRIPTS

Previous Transcript Orders
For orders placed after 11/18/2014, clicking the View button will only display the information that we received from the vendor. Depending on the type of transcript ordered there may be very minimal information available. For more complete status information, please click the Order Transcript button above and then select the Order Status option from the top menu.

Click on “Order transcript.”
Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

Or Send to Yourself, Another Individual, or Third Party

Click on “Send to Yourself”
Click “Replacement Diploma Request.”
If your legal name has changed and you would like your new name on your replacement diploma, you MUST complete the name change form BEFORE submitting this order form.

Fill out your mailing name and address:

- Mailing name is your name (student name)—who we are sending it to.
- You must enter a valid address.
Enter the requested items. “Term” should be the quarter you graduated. We ask for degree (objective and major) in the event that a student earned more than one degree here—we need to know which one you are requesting the replacement diploma for.

You can use the “add another item” if you have multiple degrees and need to order replacement for all of your degrees.

“Diploma Name” and “Degree Awarded” are required.

“Standard” fee is $50.00; with an additional $25.00 if domestic certified mailing or international mailing is requested.
Click “checkout” to pay.
You have provided consent by logging in and authenticating your identity through GOLD.
Select “credit card” payment option.

Billing Address:

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the Change Address button.

Diploma Test
102 west fake st
Santa Barbara, CA 93101
United States

Confirm that your billing address is correct and update if needed.
Please review and confirm your order before submitting. Click “confirm” to continue.
Enter your credit card information. Your billing address will appear here. Click “pay now” to complete your order.