UCSB
University of California
Santa Barbara

DIPLOMA MAILING ADDRESS CONFIRMATION REQUEST

Office of the Registrar
Academic Services
University of California, Santa Barbara
Santa Barbara, CA 93106-2015
Phone: 805-893-3592
Fax: 805-893-2985
http://www.registrar.ucsb.edu
graduationmatters@sa.ucsb.edu

Instructions: Complete all requested information. Please print clearly. This request must be returned to:

Office of the Registrar, Academic Services, University of California, Santa Barbara, CA 93106-2015

PLEASE NOTE: Diplomas are printed and mailed 3-4 months after the end of a quarter. This form is being sent to you because you have indicated that your diploma mailing address is too long to be accommodated by our system. **Submit this request with your signature as confirmation of your diploma mailing address. This address will remain on file for diploma mailing until you notify the Office of the Registrar of a change. Any other address updates should be made via GOLD. Alternatively, you may pick up your diploma at the Office of the Registrar. Original diplomas are retained for five years.**

NAME: _____
LAST FIRST MIDDLE

PERM: _____

DEGREE CANDIDATE: FALL_____ year WINTER _____ year SPRING_____ year SUMMER_____ year

OPTIONS TO RECEIVE YOUR DIPLOMA:

☐ **Option 1: Pick up** I have logged into GOLD and changed my diploma mailing address to: Office of the Registrar- P/U, Santa Barbara CA 93106-2015.

☐ **Option 2: Diploma mailing address**

STREET ADDRESS: _____

STREET ADDRESS: _____

CITY: _____

DISTRICT/ PROVINCE: _____

STATE: _____

ZIP CODE: _____

COUNTRY: _____

STUDENT'S SIGNATURE: _____ DATE:_____

PHONE NUMBER: _____ EMAIL: _____

Office of the Registrar use only:
Received date: _____ Comments: _____
SREG updated: _____ By: _____
Diploma order: _____ By: _____

3/15/17 GGM