

## UCSB Replacement Diploma Ordering instructions

**UCSB Gaucho On-Line Data**

**Current Students**

UCSB Net ID

Password

Login

For assistance with your UCSBNetID and/or password, please visit [UCSB Identity Services](#).

**Former Students/Alumni**

UCSB Perm Number

UCSB Pin

Login

Forgot your perm? Please visit our [Perm Lookup](#).  
Forgot your PIN? Please visit our [PIN Reset](#).

**LINKS & RESOURCES**

[MyUCSB Home](#)  
[UCSB General Catalog](#)  
[Course Waitlists](#)

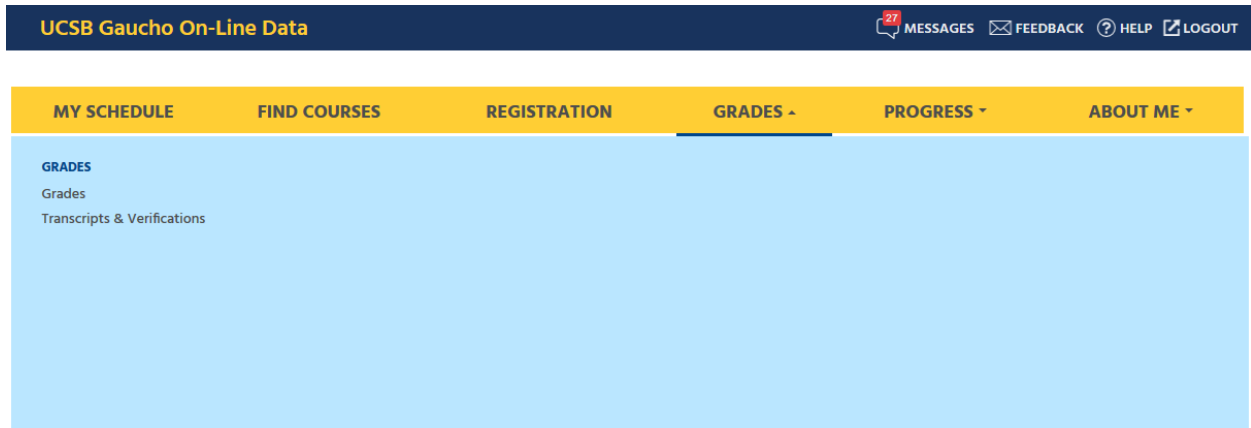
**SA HOME UCSB HOME**

This is official University of California Santa Barbara information. Unauthorized access, disclosure, or use of this information may result in disciplinary action and/or criminal prosecution. Questions, comments and suggestions are welcomed. Email: [Reg-Registration@sa.ucsb.edu](mailto:Reg-Registration@sa.ucsb.edu)

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.

[Unofficial Transcripts](#)

#### 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.

[Official Transcripts](#)

Click on "Official Transcripts."

### OFFICIAL TRANSCRIPTS

#### Previous Transcript Orders

[Order Transcript](#)

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."




1. Login or Register
- 2. Select Documents**
3. Order Details
4. Provide Consent
5. Payment
6. Review Order

## Where would you like your document(s) sent?

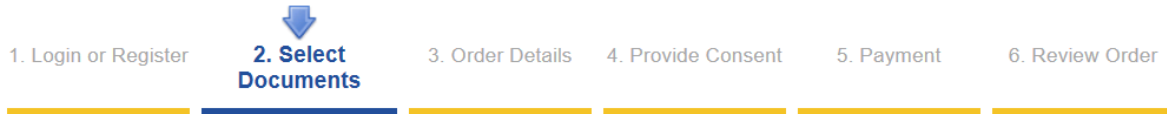
**Start by searching for your destination:**

Institution Name, Acronym, Location, or Email





 **SEARCH**

Or [Send to Yourself](#), [Another Individual](#), or [Third Party](#)

Click on "Send to Yourself"



### Select Product Type

	<b>eTranscript</b> Order an official, certified PDF of your transcript. Orders are generally processed within an hour (Allow additional processing time for high volume periods). *If you chose 'University of California...	<b>\$16.00</b>
	<b>Paper Transcript - Mailed</b> Order an official paper copy of your transcript. Orders are generally processed within two business days (Allow additional processing time for high volume periods). Orders that do not include an...	<b>\$16.00</b>
	<b>Replacement Diploma Request</b> The Office of the Registrar mails each student their initial diploma within 4 months of official graduation. The diploma request you are about to submit is intended for alumni who may have had their...	<b>\$50.00</b>
	<b>Paper Transcript - Pickup</b> Order an official paper copy of your transcript. Orders are generally processed the following business day and will be available for pickup at the Office of the Registrar after 1pm. You will receive...	<b>\$26.00</b>

Click "Replacement Diploma Request."



1. Login or Register

2. Select Documents

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### Product Description

The Office of the Registrar mails each student their initial diploma within 4 months of official graduation. The diploma request you are about to submit is intended for alumni who may have had their original diploma lost or stolen. If your intent in submitting this order is to obtain your initial diploma we recommend not submitting your request and waiting for your diploma in the mail. If you have not received your diploma within 5 months of graduation please contact the Office of the Registrar at [GraduationMatters@sa.ucsb.edu](mailto:GraduationMatters@sa.ucsb.edu) for an update. University of California - Santa Barbara will not issue refunds for submissions made in error.

The printing of a replacement diploma can take 8-12 weeks. If you require immediate proof of graduation, you may order a transcript or letter of verification from GOLD or by contacting the Office of the Registrar at (805) 893-3592 or [Transcripts@sa.ucsb.edu](mailto:Transcripts@sa.ucsb.edu).

If your legal name has changed since your original diploma was printed and you would like your new name on your replacement diploma, please file a [Change of Name Petition](#) with the Office of the Registrar two weeks before completing this order form for a replacement diploma.

If you need notarization of your diploma please contact the Office of the Registrar at (805) 893-3592 or [GraduationMatters@sa.ucsb.edu](mailto:GraduationMatters@sa.ucsb.edu).

### Address

Mailing Name: \*

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.

### Order Options

Diploma Name*	<input type="text"/>
	Name as it should appear on your diploma
Mailing Method	<input type="text" value="Select One"/> ▼
Degree Awarded*	<input type="text"/>
	Objective [BA, MS, PhD, etc.] and major
Graduation Year	<input type="text"/>
Graduation Term	<input type="text"/>

Add Another Item

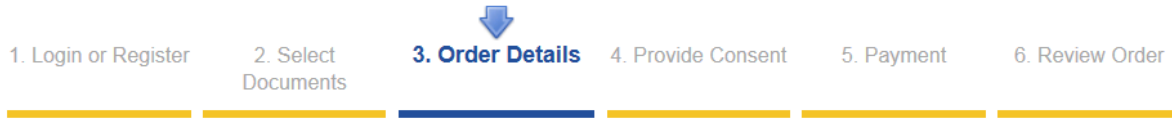
Continue

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.



Your Shopping Cart Contents

**Total Items: 1 Amount: \$50.00**

Qty.	Document Name	Unit	Total	
1	 Replacement Diploma Request	\$50.00	<b>\$50.00</b>	<a href="#">Remove</a>
<b>Year of Graduation -</b> <input type="text"/>				
<b>Mailing Method -</b> <input type="text"/>				
<b>Diploma Display Name -</b> <input type="text"/>				
<b>Degree Awarded -</b> <input type="text"/>				
<b>Document Date -</b> <input type="text"/>				
<b>Ship To:</b> <input type="text"/>				
			<b>Sub-Total: \$50.00</b>	

Click "checkout" to pay.





1. Login or Register

2. Select Documents

3. Order Details

  
**4. Provide Consent**

5. Payment

6. Review Order

#### Consent Received

We have your consent on record, so you may proceed to checkout.

You may have provided consent through one of the following methods:

- Accessing the Ordering Site while logged into the University Portal.
- Submitting a signed consent form from a previous order

[Next](#)

You have provided consent by logging in and authenticating your identity through GOLD.



1. Login or Register
2. Select Documents
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Payment Method

Please select a payment method for this order.



Credit Card via Authorize.NET's Secure Checkout



After Confirming your order on the next page, you will be sent to Authorize.NET's Secure Checkout site to process your Credit Card payment.

**Note:** When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.

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

Change Billing Address

Back

Next

Confirm that your billing address is correct and update if needed.



- 1. Login or Register
- 2. Select Documents
- 3. Order Details
- 4. Provide Consent
- 5. Payment
- 6. Review Order**

Confirm Your Billing Info:

**Payment Method:**  [Edit Payment Information](#)

**Billing Address: (\*Must match the address associated with your credit card)**

[Edit Billing Address](#)

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Replacement Diploma Request	1	\$50.00	\$50.00
Year of Graduation - <input type="text"/>			
Mailing Method - <input type="text"/>			
Diploma Display Name - <input type="text"/>			
Degree Awarded - <input type="text"/>			
Document Date - <input type="text"/>			
Ship To: <input type="text"/>			
<b>Sub-Total:</b>			<b>\$50.00</b>
<b>Total:</b>			<b>\$50.00</b>


Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

[Back](#)

[Confirm](#)

Please review and confirm your order before submitting. Click "confirm" to continue.

# UCSB



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**Order Information** \* Required Fields

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Invoice Number:

**Description:** University of California - Santa Barbara Document Request - powered by Parchment Exchange Authentic Document Delivery Service





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**Total: \$50.00 (USD)**

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**Payment Information**

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Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

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**Billing Information**

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First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Company:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>		
State/Province:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Country:	<input type="text" value="United States"/>		
Email:	<input type="text"/>		
Phone:	<input type="text"/>		

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Please do not "double-click" the Submit button. Doing so will produce an error.

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Enter your credit card information. Your billing address will appear here. Click "pay now" to complete your order.