



GOLDEN GATE UNIVERSITY

OFFICE OF THE REGISTRAR

RUSH DIPLOMA/CERTIFICATE REQUEST

To request rush diploma or certificate processing, this form may be completed and signed digitally by downloading the file to a computer, entering information, saving it, attaching it to an email message, and sending it to graduation@ggu.edu. This form can also be sent along with payment to: Golden Gate University, Office of the Registrar, 536 Mission Street, San Francisco, CA 94105-2968; or fax it to **415-442-7223**.

Rush Diploma/Certificate Policies:

- You must apply for graduation online through Student Self-Service (for degree programs) or submit a "Certificate of Completion Request" before submitting this form. Your documents will be sent to the address indicated on the application form.
- Rush requests may only be submitted once your program evaluation report status shows "complete."
- Rush requests will be processed within **5 (five)** business days of receipt of the form.
- GGU does not refund the fee for requests cancelled by the student.
- GGU does not release documents for students with unresolved financial obligations with the university. If we find an obligation exists, the Office of Student Accounting Services will contact you. If you do not resolve the matter within 30 days, we will return your request, along with any payment you have submitted.
- If you have questions, call 415-442-7278 or email graduation@ggu.edu.

GGU ID or SSN: _____

Name on GGU Academic Record:

Last/Family Name

First/Given Name

Middle Name or Initial

Name as you would like it to appear on your document (please print or type):

Note: If you wish to have your document issued in a name that differs from the one the university has on record for you, you must attach documentation verifying a legal name change, such as a photocopy of a marriage license, passport, Social Security card or other legal document. The university will change your name in our records to reflect this new name.

Program Title: _____ Final Term: _____

Diploma/Certificate Mailing Address:

Address (Number and Street) or P.O. Box

Apt. No.

City (Include District if applicable)

State/Province

ZIP/Postal code

Country

Telephone Number

Email Address

Check all fees that apply

Document Fee: \$50 Diploma for degree program \$50 Certificate for certificate program

Express Delivery Fee (if desired): \$30 Domestic or International shipping

Method of Payment

Cash Check or Money Order (made out to "Golden Gate University")

American Express Discover MasterCard Visa (enter credit card information below)

****If you prefer, you may provide your credit card information over the phone by calling 415-442-7278.**

For Golden Gate University Use Only

Student Account Status:

Paid-in-full

Balance due

Other hold

Initials

Date sent

Student Signature

Date

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Attention Cashier: Cut and shred bottom portion of form after processing payment.

Credit Card Number: _____ Expiration Date: _____ CVV Number: _____
MM/YYYY