



# GOLDEN GATE UNIVERSITY

## OFFICE OF THE REGISTRAR

### ADDITIONAL DIPLOMA/CERTIFICATE REQUEST

Golden Gate University issues one diploma upon graduation or one certificate upon completion of a certificate program.

To request an additional copy, 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](mailto: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**.

- Please allow ten to fifteen business days processing time.
- We do not refund fees for cancelled requests.
- We do 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 payments you have submitted.
- If you have questions, call 415-442-7278 or email [graduation@ggu.edu](mailto:graduation@ggu.edu).

GGU ID or SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

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: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
MM/YYYY

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/certificate suitable for framing **or**  \$10 Notarized diploma for authentication outside the U.S.

Transcript Fee:  \$15 Official notarized transcript to be included with notarized diploma

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: \_\_\_\_\_ CVW Number: \_\_\_\_\_  
MM/YYYY