

## DIPLOMA ORDER FORM

Duplicate/replacement diplomas are available for a \$40 fee, which can be paid over the phone with the Registrar's Office at 415.749.4535. To order a duplicate/replacement diploma, this form must be submitted by the former student to the Registrar's Office and the student must call the Registrar's Office to make payment for the diploma.

\_\_\_\_\_  
 PRINT Last First Middle Name Student ID #

Student's phone number \_\_\_\_\_

Student's non-SFAI email \_\_\_\_\_

Degree or Certificate: MFA/MA  MFA  MA  PB  BFA  BA

Major area of study: \_\_\_\_\_ Minor/Emphasis area of study (if applicable) \_\_\_\_\_

Semester or Date of graduation: \_\_\_\_\_

Name as you wish it to appear on your diploma: \_\_\_\_\_

(The Registrar's Office will contact you at your email address if we are unable to accept the name entered above.)

### Safe Diploma Address:

A "safe" address is one in which the diploma mailer is not bent to fit a mail slot or left in a public area. International students should be especially careful their diploma is delivered to a secure address.

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Street Apt./Suite

\_\_\_\_\_  
 City State/ Providence

\_\_\_\_\_  
 Zip Code Country

### Contact Information for Alumni Relations:

Effective date: \_\_\_\_\_

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Street Apt./Suite

\_\_\_\_\_  
 City State/ Providence

\_\_\_\_\_  
 Zip Code Country

**Diplomas and certificates are sent by 1<sup>st</sup> class mail and do not include tracking.** The Registrar's Office is not liable for diplomas not received after mailing. Mail with tracking is highly recommended for international diploma/certificate mailings. **Tracking is available for diploma/certificate mailing at an additional fee of \$30 for domestic mailing and \$45 for international mailing;** please contact the Registrar's Office if you would like to make arrangements to mail your diploma with tracking.

*"I understand that no diploma, academic transcripts, or certificates will be available if there are outstanding incomplete grades or administrative holds on my record."*

*"My signature signifies understanding and acceptance of the information provided above and on page 2 of this form."*

\_\_\_\_\_  
 Student's signature Student's name printed Date

### Registrar's Office Use Only

Received: \_\_\_\_\_

Diploma sent on: \_\_\_\_\_

Payment made on/payment code: \_\_\_\_\_

Paid for tracked diploma mailing: Yes / No

## DEADLINES

Diplomas are only ordered approximately twice a year: once around January after the fall semester and once around June after the spring semester. After the diplomas are ordered, they are produced and sent to SF AI, and they are signed by 3 school officials; this process takes a few months and cannot be expedited. Diplomas ordered by January 1 will be mailed out around March/April of that year; diplomas ordered by June 1 will be mailed out around August/September of that year. Delays may occur in diploma mailing, especially during the summer months.

## PAYMENT

There is a \$40 fee for duplicate diplomas, which can be paid over the phone with the Registrar's Office at 415.749.4535; the fee includes 1<sup>st</sup> class mailing worldwide. If tracking is to be added, the student is responsible to specify their preference to have tracked mailing and pay the tracked mailing fee (\$30 for domestic mailing and \$45 for international mailing) at the time of the original diploma ordering. Fees are subject to change without notice.

## DIPLOMAS AND CERTIFICATES

Proof of degree conferral in U.S. colleges and universities is an official transcript with the degree or certificate posted on the transcript. A certificate of graduation is available from the Registrar's Office by written request approximately one month after commencement. Transcripts are available for order at [www.getmytranscript.com](http://www.getmytranscript.com). Processing/ mailing of documents will not occur if students have any holds placed on their records by other offices. The Registrar's Office will retain diplomas for three years only.