

# California State University, Long Beach

## Enrollment Services

### DIPLOMA/CERTIFICATE ORDER

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

**Your diploma will be printed with your name of record.**

To change your name, an official request must be submitted with the appropriate documentation.

**For information about changing your name, please call (562) 985-5497.**

If you are filing a name change, check box

Former or Maiden name(s) that may appear on your records: \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Please indicate your delivery preference:  MAILED  
 PICKUP (Pickup not available for graduates prior to 1988)

Daytime Telephone No. \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Degree and Major: \_\_\_\_\_ Email: \_\_\_\_\_

Honors: \_\_\_\_\_ Graduation date: \_\_\_\_\_

Number of diploma(s) ordered: \_\_\_\_\_ \$10.00 **each** - E12  
Printing and handling charge  
Total amount enclosed: \_\_\_\_\_ Plus \$10.00 - E13  
(\$20.00 for one, \$30.00 for two, etc.) **One time** order processing fee

Signature: \_\_\_\_\_

Send this order form and a check payable to California State University, Long Beach to:

**CSULB Office of Enrollment Services**  
**1250 Bellflower Blvd. Long Beach, CA 90840**  
(Please retain a copy for your records)

Processing requires approximately four weeks from receipt of your order.

For information about ordering your diploma, call (562) 985-7306.

For information about obtaining degree verification without ordering a diploma,  
contact the National Clearing House at (703) 742-4200 or go to [www.degreeverify.com](http://www.degreeverify.com)