

# Lincoln University

Oakland, California



## Instructions for Request for Diploma

### What is the Purpose of the form?

This form is required for requesting for diploma from university after completion of the program.

### How is the Form Used?

Students must

- Fill out the **Request for Diploma** form along with Graduate Satisfaction Survey and Student Exit Interview form
- Have **Accounting Office**, **Student Services Office**, and **Library** fill out the information on the second page of the form
- Submit the form to **Registrar Office** with the receipt from Accounting office

### Note

1. This request will be evaluated by the Registrar or the Director of Records.
2. If your payments of tuition or other fees are incomplete, this request will not be processed.
3. If the request is approved, the name you entered above will appear on your diploma.
4. You are required to pay a diploma fee of \$75 (nonrefundable) to the Accounting Office of the University.
5. An additional fee of \$75 (nonrefundable) will be imposed on a replacement of diploma for any reasons, including a change of information which appears on your existing diploma.

# Instructions

## Part I: Student Information:

- Put the accurate name in FIRST, MIDDLE, and LAST NAME format
- Put the accurate student ID number.
- Put degree of your program (DBA, MS, MBA, BA, BS, AS, UT, or Certificate)
- Put the current mailing address like street and apartment number, city and state with zip code
- Put your telephone number
- Put the LINCOLN UNIVERSITY EMAIL that ending with @lincolnucsf.edu

## Part II: Diploma delivery method:

Please tick to select the method of delivery of the diploma.

In case you would like to pick up the diploma yourself, please prepare your photo ID when picking up.

In case you would like Lincoln University to send to your address, please tick “I want my diploma to be mailed to:”

If the address you provide in Part I is the address you would like Lincoln University to send to you, please tick “The above address”. If not, please tick “the following address” and provide address that you would like Lincoln University to send the diploma to you.

## Part III

Please tick the applicable box if you are requesting the diploma for the first time or to replace the existing diploma.

## Part IV

Please put your signature and the current date in MM/DD/YYYY format

\*\*Please do not fill out the second page of the form yourself. It is to be filled by departments of Lincoln University as listed.