

NOTE: Do not submit this form for diplomas with a completion date of Fall 2021 or later. Diplomas awarded for Fall 2021 and later will be mailed directly from Parchment to the mailing address in Pipeline.



OFFICE USE ONLY	
App on file	<input type="checkbox"/>
Terms	<input type="text"/>

ADMISSIONS & RECORDS DIPLOMA MAILING REQUEST

I have submitted an application for a [Degree, Certificate of Achievement](#), and/or [Skills Competency Award](#) or had an application submitted for me by my academic counselor.

Unless otherwise notified, diplomas are available no sooner than:

- Awarded for the most recent Fall Semester - The following March
- Awarded for the most recent Spring Semester - The following September
- Awarded for the most recent Summer Sessions - The following October

Diplomas are not printed for IGETC or CSU GEB Certificates. Admissions & Records does not process President's Honor Roll or Department Awards. Fees apply for replacements and copies. See sbcc.edu/diplomas.

NAME:

SBC ID: (Begin with 0. Do not type the K)

K

FULL MAILING ADDRESS FOR DIPLOMA (International addresses: Follow [Universal Postal Union guidelines](#)):

COUNTRY (IF NOT U.S.):

PHONE:

EMAIL:

Diplomas will not be released if you have financial holds. Check your Pipeline account.

Tracking and rush shipments are not available for diplomas mailed from SBCC.

Options to submit the request:

a) Email the completed form to diplomas@sbcc.edu. Review your attachment before sending it. Do not email a blank form. *Tip: Enter your information, click the print icon, and choose "Save as PDF" as the printer destination.*

b) Fax to (805) 962-0497

c) Mail to SBCC Admissions & Records, 721 Cliff Dr, Santa Barbara, CA 93109

STUDENT SIGNATURE: _____

DATE: _____

Type name or insert signature

OFFICE USE:

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Sequence Numbers:

Date Mailed:

Last Revised 8/21/22