



**ADMISSIONS & RECORDS
DIPLOMA MAILING REQUEST**

OFFICE USE
APP ON FILE _____
TERM _____

- I have submitted an application for a Degree, Certificate of Achievement, and/or Skills Competency Award
- Diplomas are available no sooner than the following:
 - Awarded for Fall Semester - April 1
 - Awarded for Spring Semester - October 1
 - Awarded for Summer Sessions - November 1
- Request form does not apply to President's Honor Roll or Department Awards. Diplomas are not provided for IGETC or CSU GEB Certificates. Additional charges apply for duplicate diplomas. See www.sbccc.edu/diplomas or call (805) 965-0581 ext. 2956 for more information.**
- Diplomas will not be released if you have financial holds. Check your Pipeline account.
- Faxed forms are only accepted if you select the Pipeline payment option. Fax to (805) 962-0497.

NAME:		SBCC ID: K _____	
DIPLOMA MAILING ADDRESS (<i>Please write clearly. International addresses should follow Universal Postal Union guidelines</i>):			
COUNTRY (IF NOT U.S.): _____			
PHONE:		EMAIL:	
DEGREE EARNED	PROGRAM OF STUDY	TERM AWARDED	YEAR
__AA/AS __CA __SCA		__FALL __SPRING __SUMMER	
__AA/AS __CA __SCA		__FALL __SPRING __SUMMER	
__AA/AS __CA __SCA		__FALL __SPRING __SUMMER	

PAYMENT OPTIONS (select one):

\$6.50 Total fee for diplomas mailed to U.S. address

\$10.00 Total fee for diplomas mailed to international address

- Charge mailing fee to my Pipeline account. Failure to log in & pay fees will result in a financial hold. Payment must be made before diplomas will be released.
- Pay mailing fee by check. Make payable to SBCC & include SBCC ID number on the check.
Mail to: SBCC Admissions & Records
721 Cliff Drive
Santa Barbara, CA 93109
- Pay mailing fee in person. Take form to SBCC Cashier, SS-150

STUDENT SIGNATURE: _____

DATE: _____

OFFICE USE: __Holds __Check Received __Charged to Pipeline __Paid at Cashier _____ Date Mailed
Last Revised 5/20/19