



**Admissions & Records
Diploma Mailing Request**

OFFICE USE ONLY

App on file

Terms

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.

My degree and/or certificate award date is Summer 2021 or earlier.

Diplomas awarded for Fall 2021 and later are mailed directly from Parchment. Do not submit a request form.

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:

SBCC ID:

(if available)

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

COUNTRY (IF NOT U.S.):

EMAIL:

BIRTH DATE:

Diplomas will not be released if you have financial holds. Tracking and rush shipments are not available.

How to submit the request form:

- 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:

Holds

Sequence Numbers:

Date Mailed:

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