Frequently Asked Questions about Diplomas

For all diploma processing-related fee amounts, see Miscellaneous Fees.

How soon after graduation will my diploma be available?

Diplomas for both undergraduate and graduate students are available approximately three to four months after the degree award date. Information about obtaining your diploma in person (no fee) or by mail (with fee) is sent to your e-mail address approximately seven weeks after the end of your final term. To expedite receipt of your diploma, you are encouraged to submit the Diploma Mail Request form to UCLA Registrar, Attn: Diploma Processor, 1113 Murphy Hall, Box 951429, Los Angeles CA 90095-1429. You may either remit the mailing fee or request that the fee be billed to your BAR account.

How can I be sure that my diploma is ready for pick-up?

A diploma hotline with current recorded diploma information -- (310) 825-8883 -- is available seven days a week, 24 hours a day. Once the diplomas for a specific term are ready, this information is recorded the same day. Please note that college and departmental honors require extra printing time. Graduates falling into those categories should call (310) 825-2754 before attempting in-person pick-up.

Can someone pick up my diploma for me?

You may authorize an agent to obtain your diploma with your written request on the Diploma Agent Authorization form. Your agent must present his or her own photo ID.

Can anything prevent the release of my diploma?

Your diploma is not released if you have outstanding financial obligations to the University. Remember you can always check URSA for information on any outstanding holds on your academic records.

Can I obtain more than one copy of my diploma?

No. Regental policy only allows graduates to have one diploma per degree.

My original diploma was lost or destroyed. How can I get a new one?

In such cases, a Duplicate Diploma Application may be submitted to
You may order by fax at (310) 206-4520 or call (310) 825-2754 for questions only; you cannot order diplomas over the phone.

There is a fee for the replacement diploma, and it bears a reissue date and the signatures of the current officials of the state and University. Checks are payable to Regents-UC. You may request that the fee be billed to your BAR account.

**An error was made on my diploma. How can I get it corrected?**

You should return the diploma to the Registrar’s Office at 1113 Murphy Hall to have the error corrected. The special order diploma fee is assessed if the error was yours rather than the University’s.

**My name has changed. How can I ensure that this will be reflected on my diploma?**

A Name Change or Correction form should be submitted to Enrollment and Degree Services, 1113 Murphy Hall, by the last day of your degree expected term in order to be reflected on your diploma. Documentation supporting the name change is required. Students submitting name changes after that date must submit a Duplicate Diploma Application to 1113 Murphy Hall; the special order diploma fee is assessed.