



ADMISSIONS & RECORDS  
DIPLOMA MAILING REQUEST

OFFICE USE  
APP ON FILE \_\_\_\_\_  
TERM \_\_\_\_\_

- 1. Diplomas are available no sooner than the following:
- Awarded in Fall Semester - April 1
- Awarded in Spring Semester - October 1
- Awarded in Summer Sessions - November 1
2. The 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.sbcc.edu/diplomas or call (805) 965-0581 ext. 2956 for information.
3. Diplomas will not be released if you have financial holds. Check your Pipeline account.
4. Faxed forms are only accepted if you select the Pipeline payment option. Fax to (805) 962-0497.

NAME: SBCC ID: K \_\_\_\_\_
DIPLOMA MAILING ADDRESS (Please write clearly):
COUNTRY (IF NOT U.S.): \_\_\_\_\_
PHONE: EMAIL:

I have submitted an application for a Degree, Certificate of Achievement, and/or Skills Competency Award

Table with 4 columns: DEGREE EARNED, PROGRAM OF STUDY, TERM AWARDED, YEAR. Rows include degree types like AA/AS, CA, SCA and terms like FALL, SPRING, SUMMER.

SELECT ONE PAYMENT OPTION

\$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 may result in a financial hold.
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

OR

- 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