



ADMISSIONS & RECORDS  
DIPLOMA MAILING REQUEST

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

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 April
- Awarded for the most recent Spring Semester - The following October
- Awarded for the most recent Summer Sessions - The following November

**NOTE: Distribution methods will be changing effective Fall 2021. Do not submit this form for diplomas with a completion date of Fall 2021 or later. Information will be emailed to graduates when available.**

**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](http://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.

Changes made to your mailing address in Pipeline will not affect where diplomas are mailed. You are responsible for notifying the Degree Analyst of changes to your diploma mailing address using the email below. Tracking and rush shipments are not available for diplomas.

Options to submit the request:

a) Email the completed form to [diplomas@sbcc.edu](mailto: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*

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Sequence Numbers:

Date Mailed: