



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.

**NOTE: The mailing request form is used only for diplomas with graduation dates in or before Summer 2021. Diplomas awarded for Fall 2021 and later are mailed directly from Parchment and do not require 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](http://sbcc.edu/diplomas).

NAME:

SBCC 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:

BIRTH DATE:

Diplomas will not be released if you have financial holds. Check your student account.

Tracking and rush shipments are not available for diplomas mailed directly from SBCC.

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*

OFFICE USE:

Holds

Sequence Numbers:

Date Mailed:

Last Revised 10/7/25