

Duplicate Diploma Ordering Guide

The purpose of this guide is to provide instructions for students who wish to order a duplicate copy of their diploma. This does not apply to students who have not yet been awarded their degree or have not received their complimentary copy of their diploma. All students awarded their degree can expect to receive their complimentary copy sent to the mailing address listed on their BroncoDirect, after notification that their degree was awarded.

For a student who has received a complimentary diploma and needs an additional copy (or copies), the student can refer to the following steps starting with this link to the [Online Diploma Store](#)

- Upon clicking the link, you will be taken to this page:
 - Enter your **Bronco ID#** and **Last Name**
 - click **Search My Diploma**
 - You must list the correct Bronco ID# and the last name on file at the time your degree was awarded, otherwise, an error will appear that your record could not be located.

The screenshot shows the 'Cal Poly Pomona Online Diploma Services' page. At the top left is the Cal Poly Pomona logo, and at the top right is the 'DiploMatic' logo with the tagline 'A Simple and Secure way to order your Diploma'. The main heading is 'Cal Poly Pomona Online Diploma Services'. Below this, there are two columns of text. The left column states: 'If you Graduated on or after September 2005, then you may search for your diploma with your Bronco ID.' It includes two input fields: 'Bronco ID' and 'Last Name'. Below these fields is a red-bordered box containing the 'Search My Diploma' button. A note below the fields reads: '*Both, Bronco ID and Last Name are required!'. The right column is titled 'Online Diploma Services Available' and lists three items: 'Order a diploma replacement or additional copies', 'Order an eDiploma, A Signed and Certified PDF of your original diploma', and 'Check on the Status of your original diploma or diploma replacement order'. At the bottom of the left column, it says: 'If you do not know your Bronco ID or if you Graduated before September 2005, then you will need to "Submit a Diploma Request" to order a new Diploma.' Below this is a 'Submit a Diploma Request' button. At the very bottom of the page, there is a small copyright notice: 'Copyright © 1985-2024 Michael Sutter Company. All rights reserved. Privacy Policy'.

- If your degree was awarded after 2004, and the correct Bronco ID# and Last Name was provided, the following page will appear, where you can select an additional physical or electronic copy to order.

California State Polytechnic University, Pomona Diploma Status

██████████ Congratulations on receiving your Bachelor of Science from California State Polytechnic University, Pomona.

Your diploma was mailed as of Tuesday, June 27, 2023 to:

██████████


Your diploma was mailed via "First-Class Mail". Please allow sufficient time for delivery. If it is beyond sufficient time for delivery since your mail date, you may contact Cal Poly Pomona at (909) 869-3000 or diplomas@cpp.edu.

Name on Diploma: ██████████
 Institution: California State Polytechnic University, Pomona
 Degree: ██████████
 Graduation Date: ██████████
 Other Detail: ██████████
 Diploma Size: 8.5x11

Look for your diploma mailer

DO NOT FOLD

This is a preview of your actual diploma




[Order Additional Diplomas](#)

eDIPLOMA
 A Signed and Certified PDF of your diploma


Only takes a few minutes...
 You can Email your eDiploma for verification purposes
 Your eDiploma is an official and legal electronic document


[Order my Cal Poly Pomona eDiploma](#)

 The "Adobe Blue Ribbon" is proof that your eDiploma is a Signed and Certified PDF.

- If you were awarded a degree before 2004 or do not recall your Bronco ID# and cannot reach the above page after entering your information, click **Submit a Diploma Request**.

michaelsutter.com/pomona

 **CalPolyPomona**

 **DiploMatic™**
 A Simple and Secure way to order your Diploma

Cal Poly Pomona Online Diploma Services

If you Graduated on or after September 2005, then you may search for your diploma with your Bronco ID.

Bronco ID
 Last Name

**Both, Bronco ID and Last Name are required!*

[Search My Diploma](#)

If you do not know your Bronco ID or if you Graduated before September 2005, then you will need to "Submit a Diploma Request" to order a new Diploma.



[Submit a Diploma Request](#)

Online Diploma Services Available

- Order a diploma replacement or additional copies
- Order an eDiploma, A Signed and Certified PDF of your original diploma
- Check on the Status of your original diploma or diploma replacement order

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 Privacy Policy

- Please complete and submit the CPP Diploma Request Form to the best of your knowledge. The request will be received by the Registrar's Office Diplomas team and reviewed within 2-4 business days. Based on the information provided, the Diplomas team will locate the record and approve or follow up with you, if we encounter any issues.

A Simple and Secure way to order your Diploma

Cal Poly Pomona Diploma Request Form


First/Middle Name
 Last Name
 Phone
 Email
 Confirm Email
 *Name to appear on Diploma
 Social Security (last 4 xxxxx)
 UM ID (if known)
 Date of Birth (mm/dd/yyyy)
 Graduation Date (month/year)
 Degree Received

Obtain your diploma in three easy steps:

1. Complete and Submit Request Form
2. You will receive by email a Secure ID once the University has confirmed your degree (please allow up to 2-4 business days)
3. Login using your Secure ID and complete your order

***Name changes:** If the name on the diploma request does not match the name on your original diploma, you may be notified by email to supply legal documentation (marriage license, driver's license, passport, divorce decree, etc.) of your current name.

By submitting this diploma request, I agree to the FERPA Statement

I'm not a robot 
 Submit My Secure ID Request

If you Graduated on or after **September 2005**, then you may search for your diploma with your Bronco ID.

[Search for My Diploma Instead](#)

- Upon the approval of the request, you will receive an email with a secure ID link to order your diploma delivered electronically or physically.
- If you do not receive an email (check your junk mail) **after four (4) business days from the Michael Sutter Company/Diplomatic** or diplomas@cpp.edu, you may reach out to diplomas@cpp.edu or call the **Registrar's Office** at (909) 869-3000.