RECEIVING YOUR DIPLOMA

Certain activity restrictions or an invalid address will prevent your diploma from being printed until the problem is corrected. Follow the “Commencement Related Information” link on your OASIS webpage for details.

How will my name appear on my diploma?
The name on the diploma must match the name on the sealed academic record when the degree was posted. If your degree has not been posted, you can still request a name change: USC Diploma Department: http://www.usc.edu/dept/ARR/diplomas/generalinfo.html If you wish to correct the name that is currently on record, PLEASE DO THIS NOW. The way your name reads on your current record is the way it will appear on your diploma. Once your degree has posted it may not be changed.

How can I get my diploma if I don’t attend the Commencement Ceremonies?
Diplomas are not distributed on commencement day, but are mailed later to the graduate’s permanent address of record (check your diploma details at the Degree Progress website). Once final grades are released a couple weeks after commencement, you will be sent a congratulatory e-mail.

When will I receive my diploma?
Diplomas are generally printed and mailed six to eight weeks after the conclusion of your final semester. If you need official verification of your degree before you receive your diploma, please contact the Verification or Transcript Department. If you requested that we "Hold for Pick-Up," or if your diploma mailing address is in the 90007 or 90089 zip codes, the Degree Progress Department will email you a notice when your diploma is ready for pick-up.

Where will USC mail my diploma?
Unless you have made other arrangements or have a diploma mailing address in the immediate 90007 or 90089 zip codes (see above), the Degree Progress department will mail your diploma to your permanent address. You may request that we mail your diploma to your local address or hold it for pick-up. When an order is placed with our printing vendor, the Diploma department will pull a student's local and permanent addresses from the University's Student Information System. No updates can be made after the order is placed. If you would like to verify and/or change your local or permanent address, please use the OASIS address update or contact Verifications in the Registration Building (REG) lobby.

I am moving shortly after graduation. How can I make sure I get my diploma?
You can request that your diploma be held for pick-up by submitting a “Change of Information” card in Degree Progress (JHH-010). Be sure to leave mail forwarding instructions with the U.S. Postal Service to ensure that you get your notification when your diploma is ready to pick-up.
What should I do if I have not received my diploma in the mail after several weeks?
If it has been more than three months since you received your congratulatory e-mail, please contact the Diploma Office at diplomas@usc.edu from your USC email account, to inquire about a reissue. Be sure to include your USC identification number. We usually wait three months for returned mail from domestic addresses, and six months from international addresses, before reissuing diplomas. Be sure to verify that your mailing address is valid, and that you do not have any activity restrictions that might have prevented your diploma from being printed.

Will my diploma reflect my concentration or emphasis within my major?
In general, diplomas do NOT reflect areas of concentration, specialization or emphasis. Depending on your major, your concentration or emphasis may appear on your transcript.

What should I do if my diploma arrived but was damaged in transit?
Please complete the Application for Diploma Reissue Form (http://www.usc.edu/dept/ARR/diplomas/reissuerequest.html) and return it to us with a clear photocopy of your valid government-issued picture ID, the damaged diploma AND the original mailer (so that we can verify the in-transit damage). If the original mailer is returned, we will waive the reprint fee.

Questions or comments?
E-mail: Diploma Coordinator, diplomas@usc.edu

USC Diploma Department
The Degree Progress Department oversees the distribution of university diplomas, in compliance with the Family Educational Rights and Privacy Act (FERPA). Students may request diplomas only by mail or in person. The University does NOT issue multiple copies. Most diplomas are mailed to the permanent address of record, six to eight weeks after a degree is posted.

Hours of Operation: Monday - Friday, 8:30 a.m. - 5 p.m.
Telephone number: (213) 740-7096 or (213) 740-7070
Fax number: (213) 821-3757
Mailing address:

University of Southern California
University Park Campus
Degree Progress Department, Diplomas
700 Childs Way, JHH 010
Los Angeles, CA 90089-0912