

Missouri University of Science and Technology Request for Replacement Diploma

Student ID: _____

Soc. Sec. Number: _____

Name: _____
First Middle Last

Current Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone #: _____ E-mail Address: _____ Date of Birth: _____

Major: _____ Degree (check one): BS BA MBA ME MS MST

Date Awarded: _____ Number of Diplomas Requested: _____ CT PHD DE

Participated in Cooperative Degree Program (i.e. Missouri State): _____

- Replacement diplomas are \$30 per copy.
- Payment for your diploma is due at the time of order. Please fill out the payment information below.
- The fee includes mailing via U.S. Postal Service. Overnight services are available for an additional fee.
- Diplomas take approximately six weeks to receive.
- To FAX a diploma, there will be an additional \$5.00 fee for domestic faxes and a \$15.00 fee for international faxes. You must include the name and FAX number of the individual to whom the fax is to be sent.
- Diplomas will not be released until all financial and administrative holds are cleared on your student account.
- Your original signature must be included. Computer generated signatures are not valid.
- The name on record is what will be printed on the diploma. If your name has changed since attending Missouri S&T and you wish to have the new name reflected on your diploma, please provide the legal name change documentation.
- All diplomas are printed with current signatures.

Diploma Mailing Address:

Address: _____

Address: _____

City/State/Zip: _____

Country: _____

I authorize the release of my diploma to the above listed address. **Student signature required.**

Signature: _____ **Date:** _____

Replacement Diploma Fee: \$30.00 per copy.

Check Method of payment: Cash Check or Money Order Credit Card

Amount due: \$ _____ Payment enclosed: \$ _____

Charge to my: VISA MASTERCARD DISCOVER

Credit Card #: _____ * _____ * _____ * _____ Expiration date (mm/yy): _____

Mail to:

Missouri University of Science and Technology
Office of the Registrar
103 Parker Hall
300 West 13th Street
Rolla, MO 65409-0930

or FAX to:

Missouri University of Science and Technology
Office of the Registrar
(573) 341-4362