

# Duplicate/Replacement Diploma Order Form

Please print, complete, and sign form. Mail the form with payment to:

Michigan State University  
Office of the Registrar  
Hannah Administration Building,  
426 Auditorium Rd, Room 150  
East Lansing, MI 48824-2603  
or Fax to (517) 432-1649

The fee for a duplicate or replacement diploma is \$50.00 and can be paid for by Check, Visa, MasterCard, Discover, or American Express. Please allow four to six weeks for processing.

**Note: Diplomas print with the signature of the officials holding the positions stated on the diploma at the time of printing. The diploma will include a statement that the diploma has been reissued with the month and year of the duplicate/replacement.**

Student Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

PID, SSN or DOB \_\_\_\_\_

Degree \_\_\_\_\_ Date Awarded \_\_\_\_\_

Print diploma name: \_\_\_\_\_

*If you would like the name on your diploma to be different than the original, please enclose legal documentation showing name change. (driver's license, Social Security card, current passport, or court order)*

## Mailing Information

Recipients Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Quantity \_\_\_\_\_ Diploma(s) @\$50 each                      Total \$ \_\_\_\_\_

## Payment Option-Circle One

Check              Visa              MasterCard              American Express              Discover

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Required for all payment options above)