

**Michigan State University**  
**Duplicate/Replacement Diploma Order Form**

Please print this order form and fill out below. Mail the completed order 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 six to eight weeks for processing.

Date \_\_\_\_\_ Name \_\_\_\_\_

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

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

*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, etc.)*

Print name as it should appear: \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

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

Daytime phone \_\_\_\_\_

Email Address \_\_\_\_\_

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** \_\_\_\_\_

(Required for all payment Options above)