



Diploma Gift Certificate Request

You may order a Gift Certificate for a replacement diploma to present to another individual. There is a fee of \$15.00 plus a \$5.00 processing fee. A portion of the cost for a replacement diploma goes to the Alumni Association Scholarship Fund.

Under the name of the degree, the replacement diploma will contain the following statement, "Degree granted by Missouri Southern State University (date). Replacement Diploma issued (date)."

A gift certificate will be mailed to you along with a form the individual can complete and return authorizing MSSU to re-issue the diploma in their name. According to Federal privacy regulations, we cannot issue a diploma without the written authorization of the person to whom the degree was granted.

Complete and mail or fax form below with payment to:

Diploma Request
Business Office
Missouri Southern State University
3950 E. Newman Road
Joplin, MO 64801

Fax number: (417) 625-9388

If you have questions please call the Registrar's Office at (417) 625-9515.

Please allow four (4) to six (6) weeks for delivery.

Order Form for Replacement Diploma Gift Certificate	
Name of Person Ordering Gift	_____
Address of Person Ordering Gift	_____ _____
Phone Number	_____
Name of Gift Certificate Recipient	_____
If paying by Credit Card include the following information:	
Card Type _____	Card Number _____
(Visa, MC, Discover)	
Exp. Date _____	Name of Cardholder _____
V. Code (3 digit code following the card # on back of card) _____	

THIS FORM WILL BE MADE AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST. IF YOU NEED ASSISTANCE, PLEASE CONTACT THE REGISTRAR'S OFFICE.