



**Replacement Diploma Request**

You may request a replacement diploma for yourself. 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.

If you are requesting a diploma printed with a name other than your legal name at your time of graduation, you must include legal documentation of your name change. Documentation generally consists of new driver’s license, official state ID card, certified copy of marriage license, court order, dissolution decree, or current passport.

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).”

**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.

<b>Order Form for Replacement Diploma</b>	
Name (as it is to appear on diploma)	_____
Former name (if applicable)	_____
S ID number or SSN	_____
Degree Earned _____	Major _____
Date of Graduation	_____
Current address	_____ _____
Phone Number	_____
Signature _____	Date _____
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.