

MISSOURI SOUTHERN

STATE UNIVERSITY

OFFICE OF THE REGISTRAR

Replacement Diploma Request

You may request a replacement diploma at a cost of \$20.00.

The name on the diploma will be as it was when first issued unless you have provided a legal change of name document. To submit a name change, go to the Name Change form on our webpage. Please note that the replacement diploma will have an additional notation under the name of the degree indicating that the diploma is a replacement. The replacement diploma will contain the following statement: "Degree granted by Missouri Southern State University (date). Replacement Diploma issued (date)."

Complete and mail or email form below with payment to:

Replacement Diploma Request
Registrar's Office
Missouri Southern State University
3950 E. Newman Road
Joplin, MO 64801
registrar@mssu.edu

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

Order Form for Replacement Diploma

Name (as it is to appear on diploma) _____

Email address _____

Social Security Number _____

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.