

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 _____

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 _____

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Student Signature _____