

Morehead State University Graduate:

In order to receive a replacement diploma, complete the diploma replacement order form and return it to the Office of the Registrar. Diploma replacement forms must be completed by the original diploma recipient, notarized, and accompanied by a \$25 check or money order payable to Morehead State University.

Please note that diploma reprints for duplicate diplomas will not be permitted and that reprints are for diplomas that have been lost or destroyed.

Morehead State University does not retain copies of diplomas and reprints will have the names of MSU's current President and Chair of the Board of Regents. In addition, we do not complete on demand reprints.

Diploma replacements are ordered once a month, on the last Friday of the month. Please be aware that your wait time will depend on the date your request is received and may increase during peak times over the course of the academic year.

If you have any questions please feel free to contact me at (606) 783-2008 or [r.whitt@moreheadstate.edu](mailto:r.whitt@moreheadstate.edu)

Best Regards,

Rachel Whitt  
Degree Audit Coordinator  
Morehead State University



# DIPLOMA REPLACEMENT ORDER FORM

Office of the Registrar  
201 Ginger Hall  
Phone: 606-783-2008  
Fax: 606-783-9103

Name: (print name **EXACTLY** as it was printed on original diploma)

\_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Phone: \_(\_\_\_\_)\_\_\_\_\_ Email: \_\_\_\_\_

*I do hereby state that the diploma which was granted to me by Morehead State University on  
\_\_\_\_/\_\_\_\_/\_\_\_\_ for the \_\_\_\_\_ degree  
has been lost or destroyed.*

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notary Public: \_\_\_\_\_

(Seal)

Signature: \_\_\_\_\_

Commission Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: A \$25 SERVICE CHARGE MUST ACCOMPANY THIS ORDER FORM**

**Diploma reprints have the names of Morehead State University's current President and Chair  
of the Board of Regents.**