

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 and accompanied by a \$25 check or money order payable to Morehead State University and if applicable, the original diploma that was issued.

Please note that diploma reprints for duplicate diplomas will not be permitted and that reprints are for diplomas that have been lost or destroyed or a legal name change has been made.

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.

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

Best Regards,

Rachel L. Whitt
Assistant Registrar for Graduation and Student Services
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 as it should appear on diploma)

Social Security Number: _____ Date of Birth: ____/____/____

Address: _____

Street

City

State

Zip

Phone: _(____)_____ Email: _____

Please select the reason for your replacement diploma request:

- My original diploma was lost or destroyed.
- I am requesting a replacement diploma due to a name change.

If you are requesting a replacement diploma due to a name change you must:

- Return your original diploma along with the diploma replacement form and fee.
- Submit the proper documentation in order for your name to be updated in our system. The name change form can be accessed at www.moreheadstate.edu/registrar.

Degree: _____ Date awarded: _____

Signature: _____ Date: _____

NOTE: A \$25 SERVICE CHARGE MUST ACCOMPANY THIS ORDER FORM. CHECKS OR MONEY ORDERS ONLY. MAKE PAYABLE TO MOREHEAD STATE UNIVERSITY.

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