Replacement Diploma

Please return this completed form, along with a payment for the correct amount to the Office of the Registrar 132 Wigley Administration Center, Mankato MN, 56001. If there is additional information or requests that the graduation department needs to be aware of please enclose that as well. (Note: This form is intended for those requesting undergraduate diplomas; if you need a new graduate diploma printed please contact the College of Graduate Studies and Research Office at 507-389-2321).

Name (as you would like it to appear on the diploma):

_____

Tech ID # or Social Security #: _____

Degree Type: _____

Date of the degree: _____

Address (where to send diploma):

_____

_____

_____

_____

Contact: Phone # _____

E-mail address: _____

*Please include a check (which must be signed by the person requesting the diploma) or money order for $25 made payable to Minnesota State University, Mankato. (If the diploma is to be mailed out of the country an ***additional*** $35 U.S. dollars is required for Fed Ex. Please return a receipt to the graduation department in the Registrar's Office).

** The list of diplomas to be printed goes to the engraver every two months. The diploma should be forwarded to you about eight weeks later. If the diploma is needed sooner, please contact Deb Spreng (507-389-5263) in the Office of the Registrar's for further information.

*** If you simply need proof of graduation/credits an unofficial transcript may be printed, which can be obtained by contacting the Campus HUB at 507-389-1866.

Office Use Only: Fees: $25.00 for Diploma _____
$35.00 FED EX (Mailed out of country) _____
Initials: _____

ACCT # 113503/9199
Fax/Diploma