



Duplicate Diploma Order Form

Duplicate diplomas may be ordered at any time. There is a fee of \$40 per duplicate diploma, which may be paid by cash, check, or charge over the phone, and must be paid in full before the request can be processed. All requests received by midnight on the 14th of each month will be processed on the 15th, and it can take up to eight (8) weeks for delivery.

Please note that the contact information provided below will be used to update your record if it is different than what is reflected on your MU Student Account. If your name has changed, please provide a copy of your current, state-issued photo ID with your updated name reflected on it.

Full Name: _____ **DOB:** _____

Name while attending MU (if different): _____

Street Address: _____ **Apartment Number:** _____

City / State / Zip Code: _____

Phone Number: _____ **Email Address:** _____

Degree Received: _____ **Date of Degree:** _____

Honors (if any): _____

Name to Display on Diploma (please print):

First

Middle

Last

Signature: _____ **Date:** _____

IMPORTANT: If you received your degree prior to 6/1/1991, your diploma will be issued by Maryville University with an additional statement that reads "*Originally conferred when the University was named Maryville College.*"

Also, your reprinted diploma may be formatted differently than the document you originally received.