



REGISTRAR'S OFFICE DIPLOMA REPLACEMENT FORM

General Information

- A diploma cannot be issued if you owe money to any NDUS institution (delinquent account or have a Student Finance Global service indicator on your account). Please note, if you do have a hold on your account, it is your responsibility to notify the Registrar's Office or your order will be canceled after 30 days have lapsed and you will need to place a new order for a diploma request.
- Replacement diplomas and certificates are printed with the current style, font, and bear the current signatures. As such, a replacement or additional copy may not be an exact duplicate of the one originally issued.
- Requests for diploma replacements for deceased alumni by a spouse or child will be considered if accompanied by: this order form, an explanation of the circumstances, a death certificate and/or obituary, and documentation of the relationship. MSU reserves the right to determine whether such a replacement is possible and appropriate.

Student Information

Name on Original Diploma:

Last First Middle

Preferred Name on Replacement Diploma:

Last First Middle

Mail Diploma To:

Mailing Address (Street Address Required for FedEx) Apartment/Unit #

City State ZIP Code Country

Phone: _____ Email: _____

Date of Birth (mm/yy): _____ Student # (If remembered): _____

Date of Degree: _____ Degree Received: _____

Graduate Diploma (8.5x11): Undergraduate Diploma (6x8): Graduate or Undergraduate Certificate (5x7):

***Please allow 2-4 business days for processing all requests** Standard USPS Delivery - \$25

FedEx within the U.S. - \$25 diploma fee + \$15 FedEx service charge = \$40

FedEx Internationally - \$25 diploma fee + \$30 FedEx service charge = \$55

In accordance with federal law, records cannot be released without a signed written request from the student.

Signature: _____ Date: _____

Payment Information

*U.S. currency only	Mail Payment & Request to: Or Fax with Credit Card Information to:	Registrar's Office Minot State University 500 University Ave W Minot, ND 58707 701-858-3386
*Make checks payable to Minot State University		
*Payment is not processed until diploma is ready to be mailed		

Name on Card: _____ Expiration Date (mm/yy): _____

Card #: _____ CVC (last 3 digits on the back of the card): _____