EMPORIA STATE UNIVERSITY

Graduate School

Request for Replacement Diploma

To obtain a paper copy of a diploma for a former graduate student, complete the form below and return it to the Graduate School Degree Analyst, Deena Wilson. The form can be sent as an attachment to an email, degreeanalyst@emporia.edu or mailed to: Emporia State University, Attn: Graduate Degree Analyst, Campus Box 4003, 1 Kellogg Circle, Emporia KS 66801.

A copy of a valid government-issued photo identification must be attached to this request. These IDs include such things as driver's license; passport; military I.D., permanent resident card. Please attach a copy of the photo ID to the Replacement Diploma Application.

The cost for a replacement diploma is $20 and covers are $5. A replacement diploma is mailed via United Postal Service. An additional charge for priority mail via FedEx is $25 within United States, $85 International. A tracking number is only provided with a FedEx request and will be emailed to your email address listed on this application. If you choose to email your replacement request, please call Deena Wilson at 620-341-5042 after submission to provide payment by credit card over the telephone. If you choose to mail the form, please enclose either a check or money order made out to Emporia State University.

Payment must be received prior to the issuing of the replacement diploma. Please indicate number of items:

_____ Diploma ($20 each) **_____ Diploma Cover ($5 each)** **_____ FedEx ($25/85 each)**

Name as you wish it to appear on your diploma:

First:_____ **Middle:** _____ **Last:**_____

Degree Received:_____ **Major:**__
(MS, MA, MBA, etc.)

Month Degree was awarded:_____ **Year degree was awarded:**_____

Name when degree was awarded: _____

Date of Birth:_____
(Required for verification purposes)

Address replacement diploma is to be mailed to:

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number:_____ **Email:** _____

Signature Statement

I understand the replacement diploma I am requesting is not an exact duplicate of my original diploma. The signatures on my replacement diploma will be those of current administrators, not those who were in the position to sign upon the issuing of my original diploma. I verify the information on this form is true and accurate and I am giving Emporia State University permission to issue a replacement diploma.

Signature:_____ **Date:**_____