Duplicate/Replacement Diploma Request

Registrar's Office
118 Anderson Hall or 2310 Centennial Rd
Manhattan, KS 66506 Salina, KS 67401

K·STATE Kansas State University

Complete all items and return to the above address. If you fill in this form by writing, please write legibly.

Name (Last, First, Middle)

Social Security or Student ID Number Date of Birth

Address (Number and Street) City, State, Zip

Daytime Telephone Number (w/area code) E-mail

Name used when diploma was originally issued

NOTE: Once the student has left the university, names can only be changed on a diploma with a copy of a marriage license, a court order or divorce decree, current passport, driver's license, or Social Security card.

Name as you wish it to appear on duplicate/replacement diploma

Degree awarded

Date degree awarded

Check here if you also want a diploma cover ☐ Check if your diploma is Vet-Med ☐

Method of payment:

☐ Cash ☐ Check (payable to Kansas State University)

☐ Credit Card (Visa/MasterCard/Discover/American Express)

Credit Card #

Expiration Date (month) (year)

A duplicate diploma request will not be processed for any student who is delinquent to the university.
If you fill in this form online, please sign in ink before you submit the form.

Student's Signature _____ Date _____
(Required)

The cost of a duplicate/replacement diploma and cover is as follows:

Undergraduate or graduate diploma: $10.00 each
Undergraduate or graduate diploma cover: $5.00 each
Veterinary medicine diploma: $15.00

If you have questions, call the Registrar's Office at 785-532-6254. You may fax the completed request to 785-532-5599.

Payment must accompany your request. Upon receipt of your request, the processing time is normally 10-12 weeks.