Duplicate / Replacement Diploma Request Form

Complete all items and return (mail/fax/email) to the Office of the Registrar. If you have any questions, please feel free to contact us at 785-532-6254 or ksugraduation@ksu.edu.

Please note: A duplicate diploma will NOT be processed for any student who is delinquent to the University. Upon receipt of your request, the processing time is normally 4-6 weeks.

Part I: Name and Degree Awarded

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Name While Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Wildcat ID</th>
<th>Date of Birth (mm/dd/yy)</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Degree Received</th>
<th>Date Awarded</th>
<th>Honors Received</th>
</tr>
</thead>
<tbody>
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Name as you wish it to appear on your diploma: _______________________________________________________

(If this name is different from that displayed above, legal documentation of a name change (i.e. copy of a marriage license, court order or divorce decree, current passport, driver's license, Social Security card, etc.) must be submitted along with this form)

Part II: Delivery Information

To/Attention: ______________________________________________________________________________________

Street Address: ______________________________________________________________________________________

City: __________________________ State: _______________ Zip: ___________ Country: ________________________

Part III: Student Authorization (Required) (If this form is not submitted in person, it must be signed in the presence of a notary.)

Student Signature: _______________________________________________ Date: ______________

State of: __________________________ County of: __________________________

Signed or attested before me on __________________________ by __________________________

Notary Public: ___________________________ Commission expires on: ______________

Part IV: Charges/Payment Information

(Unless requested otherwise, all diplomas will be mailed through USPS Mail at no additional charge.)

____ Replacement Diploma (Undergrad/Grad) $20.00
____ Diploma Cover (Undergrad/Grad) $5.00
____ Replacement Diploma (Vet Med) $25.00  Total Charges: ______________
____ Express Shipping ($25 Domestic & $40 Intl) $____
____ Other $____

Cash/Money Order: ___ Check (payable to Kansas State University): ___ Credit Card (Visa/MC/Discover/American Express): ___

Credit Card Number: ___________________________ Expiration Date (MM/YY): ______________

Return completed form to:
Kansas State University
Office of the Registrar
118 Anderson Hall
919 N. Mid-Campus Drive
Manhattan, KS 66506

Fax: 785-532-5599

For Security purposes, our office does not accept credit card payments through email.

Any forms received via email will be destroyed.

Student will be notified accordingly.