Replacement/Duplicate Diploma Ordering Guide

Students can order replacement/duplicate diploma in KSIS using the following steps:

1. Log into KSIS with your eID and password.
2. From the Student Homepage in KSIS, click the Other Academics tile.
   
   ![Image of Other Academics]

   3. On the left, click on Order a Transcript/Diploma

   ![Image of Order a Transcript/Diploma]

   4. This takes you to the Document landing page in KSIS shown below. Click the Click Here to Order Your Document(s) button.

   ![Image of Click Here to Order Your Document(s)]

   Official transcripts and duplicate/replacement diplomas are ordered by clicking the button below. You will be directed to the Parchment site where you can select your preferred document(s) to complete the ordering process. For more information and FAQ's about ordering your transcript, please see: Things to Know When Ordering Transcripts.
5. Select the document type you want to order; **Diploma**.

**Select Document**

**Transcript**
Order an official copy of your undergraduate or graduate transcript to be sent to a destination of your choice. eTranscript (electronic emailed transcript) and printed transcript (mailed or pickup) options are available.

**Diploma**
Order an official copy of your diploma to be sent to a destination of your choice.

This service is for previous semester graduates ONLY.

6. Click on the blue link to **Send to Yourself, Another Individual or Third Party under the search box.**
7. From the list of **Product Type**, select:

8. Review the **Product Description and Processing Time Options** details.

   **Product Description**
   Replacement diplomas will consist of the university's current design and will contain the signatures of the current president and chair of the Kansas Board of Regents. While we are not able to duplicate the diploma style or original signatures, degrees will be printed with the same wording as the original.

   **Processing Time Options Include:**
   - Standard Processing: 4-6 weeks
   - Expedited Processing: 2 weeks

   *Please note that a duplicate diploma will NOT be processed for any student who is delinquent to the university.*

9. Enter the recipient’s (who you are sending the transcript to) name and address. Click **Continue**. The address will be validated and the order options will then be displayed.

   ![Valid address: This address has been validated. Please continue](image)
10. If FedEx delivery is selected, 1. A Phone Number Must Be Provided, select 2. Expedited Processing, select 3. Mailing Method USPS or FedEx, enter 4. Name to Display on Diploma, 5. Diploma Cover, enter 6. Degree Awarded, and select 7. Purpose for Request. Optional items of Attachment, Special Instructions and Add Another Item can be selected as applicable. Click Continue.
11. Review your shopping cart contents. If the contents in your cart are correct, click **Checkout**. If contents in your cart are not correct, click **Remove** and **Update Shopping Cart**. To add additional items, click **Continue Shopping**.

Your Shopping Cart Contents

<table>
<thead>
<tr>
<th>Qty</th>
<th>Document Name</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Replacement Diploma - Mailed</td>
<td></td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Phone Number** - 123-456-7890  
**Do you need a Diploma Cover?** - Yes  
**Expedited Processing?** - Yes  
**Mailing Method** - Fed Ex Delivery: Domestic  
**Name To Display On Diploma** - Willie Wildcat  
**Degree Awarded** - Bachelor of Science  
**Document Date** - 06/05/2019 14:40:01

**Ship To:** Willie Wildcat  
118 Anderson Hall  
Manhattan, Kansas 66506-0100  
United States

Sub-Total: $75.00

12. Give consent to release your record by clicking **Next**.

**Consent Received**

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974**  
(FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that University staff members may not share any information, other than directory information, with anyone outside of the University system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a student’s name, address, telephone number, student status, curriculum, date and place of birth, honors and awards, dates of attendance, degrees and dates awarded, and height and weight of team members. Exceptions to this Act are allowed in life-threatening situations. University administrators within the University system may share information about students based on legitimate educational need.

By proceeding through the checkout and clicking **Next**, you (the student) are providing consent to release your transcript and to receive e-mail notifications regarding your order. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Educations website](#) for further information regarding FERPA.

Next
13. Review your billing address. Click **Change Billing Address** if you need to update your billing address. Click **Next**.

![Authorize.Net Secure Checkout]

After confirming your order on the next page, you will be sent to Authorize.NET’s Secure Checkout site to process your Credit Card payment.

**Note:** When payment is made with a credit card, the order will appear as “Parchment” on the credit card statement.

**Billing Address:**

Your billing address is shown below. The billing address should match the address on your credit card statement. You can change the billing address by clicking the **Change Address** button.

![Change Billing Address]

14. Confirm your order, click **Confirm**.

### Confirm Your Document Request:

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Diploma - Mailed</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Phone Number</strong> - <strong>123-456-7890</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Do you need a Diploma Cover?</strong> - <strong>Yes</strong></td>
<td></td>
<td>+$5.00</td>
<td></td>
</tr>
<tr>
<td><strong>Expedited Processing?</strong> - <strong>Yes</strong></td>
<td></td>
<td>+$25.00</td>
<td></td>
</tr>
<tr>
<td><strong>Mailing Method</strong> - <strong>Fed Ex Delivery: Domestic</strong></td>
<td></td>
<td>+$25.00</td>
<td></td>
</tr>
<tr>
<td><strong>Name To Display On Diploma</strong> - <strong>Willie Wildcat</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Degree Awarded</strong> - <strong>Bachelor of Science</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Date</strong> - <strong>06/05/2019 14:40:01</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purpose For Request</strong> - <strong>Personal use</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ship To:</strong> - <strong>Willie Wildcat</strong>&lt;br&gt;118 Anderson Hall&lt;br&gt;Manhattan, Kansas 66506-0100&lt;br&gt;United States</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total:** $75.00  
**Total:** $75.00
15. Enter payment information: **Credit Card Number** without spaces or dashes and expiration date (mmyy), then click **Pay Now**. Do not double-click the Pay Now button. A circle will spin around for a few seconds while order is processing.

**Order Information**

* Required Fields

Invoice Number: 4855349-177712

**Description:** Kansas State University Document Request - powered by Parchment Exchange Authentic Document Delivery Service

**Total:** $25.00 (USD)

**Payment Information**

- **Card Number:** 
  
  *(enter number without spaces or dashes)*

- **Expiration Date:** 
  
  *(mmyy)*

**Billing Information**

Please do not "double-click" the Submit button. Doing so will produce an error.

**Authorize.Net**

**Pay Now**
16. A confirmation of your order appears. Click Log Off.