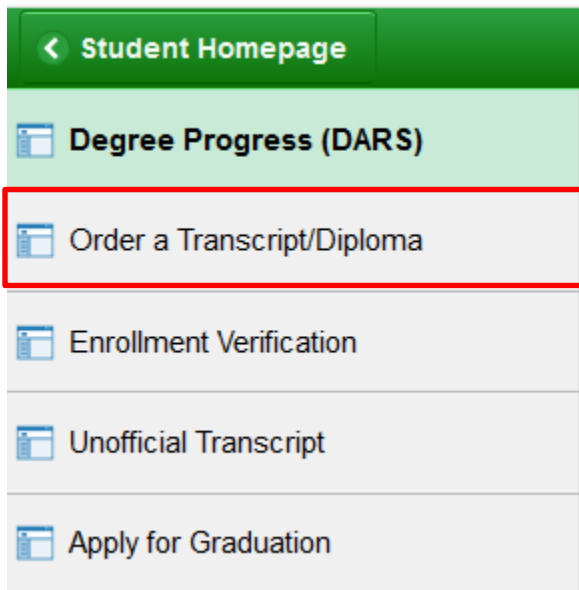**Replacement/Duplicate Diploma Ordering Guide**

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.

Other Academics

3. On the left, click on **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.

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.
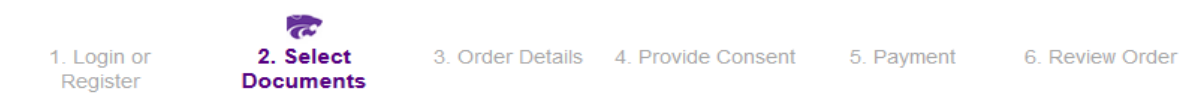
Diploma

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.

1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Order

Where would you like your document(s) sent?

Start by searching for the destination where you want your transcript, replacement diploma, or duplicate diploma sent using the search box, OR click the blue link below to Send to Yourself, Another Individual, or Third Party.

Institution Name, Acronym, Location, or Email   🔍 SEARCH

Or Send to Yourself, Another Individual, or Third Party

7. From the list of **Product Type**, select:
   Replacement Diploma-Mailed or Replacement Diploma VetMed –Mailed.

Select Product Type

	Replacement Diploma - Mailed 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…	$20.00
	Replacement Diploma VetMed - Mailed 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…	$25.00

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.

Address

Mailing Name: *	[ ]
	(Institution, Building, Person, etc.)
Mailing Country: *	United States
Mailing Address 1: *	[ ]
	(Extra information use Mailing Address 2 and 3)
Mailing Address 2:	[ ]
Mailing Address 3:	[ ]
Mailing City: *	[ ]
	* (Military Addresses: enter APO, DPO, or FPO)
Mailing State: *	Please select …
Mailing Postal Code: *	[ ]

Continue

Valid address: This address has been validated. Please continue. ✕

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. Degere Awarded,** and select **7. Purpose for Request.** Optional items of **Attachment, Special Instructions** and **Add Another Item** can be selected as applicable. Click **Continue**.

Order Options

1	Phone Number	[ ]

Please enter a phone number if you are ordering Fed Ex.

2	Expedited Processing?*	[Select ▾]

No
Yes $25.00

3	Mailing Method*	[Select One ▾]

Standard (USPS)
Fed Ex Delivery: Domestic $25.00

4	Name To Display On Diploma*	[ ]

5	Do you need a Diploma Cover?*	[Select one ▾]

No
Yes $5.00

6	Degree Awarded*	[ ]

Attachment (Optional)   [Browse...] No file selected.
Upload supporting document

Special Instructions (Optional)   [   ]

7	Purpose for Request *	[-- ▾]

[Add Another Item]

--
Apply for undergraduate admission
Transfer to another undergraduate institution
Apply for graduate admission
Transfer to another graduate institution
Employment
Licensing/certification
Scholarship/fellowship
Graduate admissions testing (ex: MCAT, LSAT)
Study abroad or summer school
Internship
Military
Personal use
Transfer to another high school
Other
I prefer not to answer

[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

	Total Items: 1 Amount: $75.00			

Qty.	Document Name	Unit	Total	
1	Replacement Diploma - Mailed	$20.00	$20.00	Remove

Phone Number - 123-456-7890
Do you need a Diploma Cover? - Yes   +$5.00
Expedited Processing? - Yes   +$25.00
Mailing Method - Fed Ex Delivery: Domestic   +$25.00
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

[Update Shopping Cart]   [Continue Shopping] [Checkout]

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.**

Payment Method

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

Back   Next

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

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
Replacement Diploma - Mailed	1	$20.00	$20.00
Phone Number - 123-456-7890			
Do you need a Diploma Cover? - Yes			+$5.00
Expedited Processing? - Yes			+$25.00
Mailing Method - Fed Ex Delivery: Domestic			+$25.00
Name To Display On Diploma - Willie Wildcat			
Degree Awarded - Bachelor of Science			
Document Date - 06/05/2019 14:40:01			
Purpose For Request - Personal use			

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

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 cirlce will spin around for a few seconds while order is processing.

KANSAS STATE
UNIVERSITY

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

VISA MasterCard DISCOVER

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
Click ▶
VERIFIED MERCHANT

[Pay Now]

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

Order #97271

Thank you for using our document ordering site.

Your order has been submitted and is being processed.

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

Log Off