



Replacement diplomas/certificates are available to graduates who have no outstanding obligations (e.g. financial) to KGI. If you are requesting a diploma/certificate in a new name, you MUST include documentation of your legal name change. Documentation may include copies of a court order, a new passport, driver's license, marriage certificate, or other government issued identification.

## GRADUATE'S INFORMATION

Name \_\_\_\_\_  
*First Middle Last*

Student ID (if Available) \_\_\_\_\_ Graduation Term/Year \_\_\_\_\_

Degree/Certificate Type (e.g. MBS, PPM, PPC, PhD): \_\_\_\_\_

If different, name while attending KGI (maiden name, etc.) \_\_\_\_\_

Date of Birth \_\_\_\_\_ and last 4 digits of social security # \_\_\_\_\_  
*(mm/dd/yyyy)*

Daytime Telephone (\_\_\_\_\_) \_\_\_\_\_ Email Address\* \_\_\_\_\_

\*Please provide an email address for confirmation when the diploma is received by KGI (allow 4-8 weeks for delivery from the time of your initial request).

## SPECIAL INSTRUCTIONS

(check only one)

- Replace diploma/certificate** – I am ordering a replacement diploma in my name as it appears in KGI's current student records
- Replace diploma/certificate in my current/new name** – I am ordering a replacement diploma and request that it be issued in my new name. *I have included documentation as verification of my legal name change.*

## PAYMENT INFORMATION

- I have enclosed a check made payable to "Keck Graduate Institute" for \$25.00.

## MAILING INFORMATION

Please note that you'll be notified once the diploma/certificate is received at KGI, and it will be mailed to you via certified mail and a signature will be required for delivery. Allow six to eight weeks for delivery.

Please provide a street address for delivery:

Name \_\_\_\_\_

Address \_\_\_\_\_  
*Number & Street*

\_\_\_\_\_  
*City/Town State/Province Country ZIP/Postal Code*

Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

By signing, I understand that my diploma/certificate will not be provided if I have outstanding financial obligations to KGI.

### KGI OFFICE USE

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Initial \_\_\_\_\_