

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 records@ksu.edu. ***Please note: A duplicate diploma will NOT be processed for any student who is delinquent to the University.***

Part I: Personal Information

Last Name: _____ First Name: _____ MI: _____

Name While Enrolled: _____ Student ID: _____

Phone Number (w/area code): _____ Email: _____

Part II: Diploma Information

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 with this form)

Date Awarded: _____ Degree: _____ Number of Copies: _____

Honors Earned: _____ Check if Vet Med _____ Check for Notarization: _____

Part III: Delivery Information

To/Attention: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Part IV: Charges/Payment Information

(Unless requested otherwise, all diplomas will be mailed through USPS Priority 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: _____
___ FedEx 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): _____

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

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

State of: _____ County of: _____

Signed or attested before me on: _____ by: _____

Student Signature: _____ Date: _____

Notary Public: _____ Commission expires on: _____ Date: _____