



OFFICE USE ONLY

Date Rec'd _____ Doc. Rec'd _____
Amt. Due _____ Check # _____
Proc'd Date _____ By _____

Replacement/Duplicate Diploma Request

Office of the Registrar • 1750 Independence Ave., Kansas City, MO 64106 • p. 816.654.7190 • f. 816.654.7191 • registrar@kcumb.edu

Please complete, sign, and return this form with payment to the Office of the Registrar. Please note:

- The duplicate/replacement diploma charge is \$125.
'Duplicate' will be printed on the bottom right-hand corner of the diploma.
No diploma will be issued for a student whose financial obligations to the University have not been satisfied.
Processing time for duplicate/replacement diplomas is typically 6-8 weeks.

Student Information

Name _____ Former Name _____
SSN# Last four digits _____ DOB _____ Student ID _____
Graduation Year _____ Program: [] COB [] COM Campus: [] Kansas City [] Joplin
Address _____ City _____ State _____ Zip _____
[] Check here to make this your preferred address for KCU correspondence
Email _____ Phone _____

Request

Is the name reported in the Student Information section (above) the name under which you graduated? [] Yes [] No

If no, please list your original graduation name _____

- [] Replacement or Duplicate Diploma
[] Replacement Diploma with Name Change
For name change requests, please provide the information requested below. Additionally, documentation is required to issue a diploma with a name change. Acceptable documentation includes a signed social security card with new name AND a marriage certificate, divorce decree, or other court document.

Requested Name for New Diploma Please print. _____

Graduate's Signature _____ Date _____

Payment Duplicate/replacement diplomas are \$125. Payment must accompany request.

- [] Visa* [] Mastercard* [] Discover* [] Cash [] Check or money order payable to KCU

*I authorize a charge to be made to my credit card:

Credit card # _____ Expiration Date Month/Year _____

Name on Card Print _____

Billing Address If different from above _____

Signature To authorize credit card charge only _____