



OFFICE USE ONLY

Date Rec'd _____
Transaction # _____
Processed On _____
Staff Initials _____

Duplicate Diploma Request

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

Use the online order form to pay for the duplicate diploma. Within 48 hours of purchase, please complete, sign, and return this form to the Office of the Registrar via registrar@kansascity.edu to validate your identity and authorize sending to the address designated below. Please note:

- The duplicate/replacement diploma charge is \$150; the request will not be processed until payment is confirmed.
• The request will not be processed until all identification requirements have been met.
• Duplicate diplomas will reflect KCU's most current information (University name, branding, etc.).
• The word "duplicate" will be printed on the bottom right-hand corner of the diploma.
• No diploma will be issued for a graduate whose financial obligations to the University have not been satisfied.
• Processing time for duplicate/replacement diplomas is typically 6-8 weeks; the requestor is responsible for securely receiving the mailed diploma.

Graduate Information

Name _____ Former Name _____

SSN# Last four digits _____ DOB _____ Student ID* _____

Graduation Year _____ Program: _____ Campus: Kansas City Joplin

Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

*In lieu of a student ID number, graduates may be asked for their AOA ID number or other professional organization ID to use as a reference number for their diploma order.

Request

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

If no, please list your original graduation name _____

Replacement or Duplicate Diploma

A valid form of identification must be submitted to reprint or reissue a diploma, even without a name change.

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. _____

Address Confirmation

Should the diploma be mailed to the address listed above?

**Provide the full address information where the duplicate diploma should be mailed on the line below. The requestor is responsible for ensuring someone can pick the diploma up on their behalf if they are not present.

Graduate's Signature _____ Date _____

If you are unable to pay through the online platform, please email registrar@kansascity.edu to get instructions for an alternative process.