Kansas City University

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

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

- The duplicate/replacement diploma charge is $150.
- "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:** _____ **Campus:** ☐ Kansas City ☐ Joplin

Address_____ **City**_____ **State**_____ **Zip**_____

Email_____ **Phone**_____

*In lieu of a student ID numer, 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 Student 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.*_____

Graduate's Signature_____ **Date**_____

Payment   Duplicate diplomas are $150. Payment must accompany request. Make payable to Kansas City University.

☐ Personal Check   ☐ Cashier's Check   ☐ Money Order