



Request for Duplicate Diploma

Name used when attending UMKC: _____

Name as you want it to appear on the Diploma (if different than above): _____

Student ID or last 4 of SSN: _____ Degree/Major: _____

Term/Year Awarded: _____ Number of Diplomas Requested: _____

Does your Diploma need to be signed in the presence of a notary public (check one)? Yes No
(ex. sending it to the US Department of State, Secretary of State, etc. for work or school overseas or for licensure)

Diploma Mailing Address or Fax Number:

Mail to: _____

Address: _____

City, State, Zip: _____

Fax: _____ Phone: _____

Please note the following:

- Diplomas take approximately 4-6 weeks to receive.
- Replacement diplomas are \$10 per copy.
 - Payment for your diploma is due at the time of order. Fill out the payment information below.
 - The fee includes mailing via U.S. Postal Service. Overnight services are available for an additional fee.
 - To FAX a diploma, there will be an additional \$5.00 fee. Include the name and FAX number of the individual to whom the fax is to be sent.
- Diplomas will not be released for students with a hold on their account. All holds must be removed.
- Your original signature must be included. Computer generated signatures are not valid.
- All diplomas are printed with current University official's signatures.

I authorize the release of my diploma to the above listed address.

Student Signature: _____ **Date:** _____
(Required)

Payment Information

Include the appropriate payment with your request. Requests received without payment will not be processed. Make checks or money orders payable to University of Missouri-Kansas City. UMKC accepts MasterCard, Visa, and Discover credit or debit cards.

Total Amount Due: _____ Check or money order Credit or debit card

Credit Card #: _____ Expiration Date: _____

Name on Card: _____

Signature: _____ Date: _____

Mail or fax completed requests to:
UMKC Registration & Records Office
115 Administrative Center
5100 Rockhill Road
Kansas City, MO 64110
Fax: 816-235-5513

For questions call the following numbers:
Last name beginning with A-K: 816-235-1529
Last name beginning with L-Z: 816-235-5658