



Request for Duplicate Diploma

Name used when attending UMKC: _____

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

If your name has changed and you wish to have the new name reflected on your diploma, please provide a legible photocopy of your driver's license or SSN card. We would also encourage you to fill out the Name Change Request Form to officially change your name with the University. You can find the form at http://www.umkc.edu/registrar/forms/information_change.pdf.

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

Phone Number: _____ Email: _____

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)

Please note the following:

- Diplomas take approximately 4-6 weeks to receive.
- Diplomas will not be released for students with a hold on their account. All holds must be removed.
- An ink signature must be included. Electronic 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)

Choose Delivery Method:		
<input type="checkbox"/>	Pick Up:	\$30.00 each
<input type="checkbox"/>	Standard USPS Mail: (no tracking information)	\$30.00 each + \$1.80 per address
<input type="checkbox"/>	Faxed:	\$30.00 each + \$5.00 per fax number
<input type="checkbox"/>	Express—United States:	\$30.00 each + \$27.00 per address
<input type="checkbox"/>	Express—Mexico or Canada:	\$30.00 each + \$47.00 per address
<input type="checkbox"/>	Express—International:	\$30.00 each + \$60.00 per address

TOTAL DUE FOR ORDER	\$ _____
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Payment Information

Make checks or money orders payable to University of Missouri-Kansas City. UMKC accepts MasterCard, Visa, American Express, and Discover credit or debit cards but that information will need to be taken over the phone at 816-235-1125 or presented in office.

Diploma Mailing Address or Fax Number:

Mail to: _____ Fax (if applicable): _____

Address: _____

City, State, Zip: _____

Mail, email, or fax completed requests to:

UMKC Registration & Records Office
Administrative Center 115
5100 Rockhill Road
Kansas City, MO 64110
Email: registrar@umkc.edu
Fax: 816-235-5513

For questions or credit/debit card payment information, call: 816-235-1125