



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.
- All diplomas are printed with current University official's signatures.

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

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 + \$6.00 per address
<input type="checkbox"/>	Faxed*: (unable to fax to international numbers)	\$30.00 each + \$6.00 per address
<input type="checkbox"/>	Express—United States:	\$30.00 each + \$29.00 per address
<input type="checkbox"/>	Express—Mexico or Canada:	\$30.00 each + \$49.00 per address
<input type="checkbox"/>	Express—International:	\$30.00 each + \$62.00 per address

*Note: duplicate diplomas to be faxed will also be mailed to the address provided.

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. Please call the Registration & Records Office at 816-235-1125 to pay by credit/debit card. **Payment information is required upon submission of this request, however, you will not be charged until the request has been completed and the diploma(s) is ready to be mailed/available for pick up.**

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

Phone: 816-235-1125
Fax: 816-235-5513
Email: degreeinfo@umkc.edu