Mountain State University™

Diploma Reorder Form

Please note: All diploma re-orders must be accompanied by official documentation if a name change has occurred following your degree certification. This documentation may include: copy of a marriage certificate or divorce decree. Requests will not be processed without sufficient documentation.

(Please print)
Name_____
First Middle Last Maiden/Other

Social Security # _____ ID Number _____

Mailing Address _____

_____

Telephone Number _____

Name as stated on present degree: _____

Name on diploma reorder _____

Degree Type:
Master _____☐ Bachelor ☐_____ Associate ☐_____ Certificate ☐_____

Degree Name: _____

Degree Concentration: _____

Date Degree was Conferred: _____Honors _____

Number of Copies Requested: _____

Costs:		
Undergraduate:	**Bachelor, Associate and Certificate**	**$20.00**
Graduate:	**Master**	**$25.00**

Method of payment:
☐ Check or money order attached (payable to Mountain State University)
☐ Credit Card

_____ _____ $_____
Card Number Exp. Date Amount

Student Signature _____ Date _____

Please contact Amanda Williams-Jha, 304.929.1513 or Megan Miller, 304.929.1446, if you have any questions or need more information. Mail: MSU/Graduation Office, PO Box 9003, Beckley WV 25801. Fax: 304.929.1336

For Office Use Only

Degree Verified _____ Student Accounts_____ Date Mailed _____