



MAT-SU COLLEGE REPLACEMENT DIPLOMA APPLICATION

IMPORTANT INFORMATION:

- The name on your diploma will be the official name on file with the university at the time of printing: first name, middle initial, last name. We will print full middle name on diploma(s) only upon request.
- Graduates wishing to order a replacement diploma due to a change of name must complete a Change of Personal Information form and have your name officially changed on your university account prior to submitting this request.
- Diploma(s) will be printed with current signatures of the University President, Chancellor, and Chair of the Board of Regents and will have the words “Replacement diploma issued (date)” printed under the university seal.

COST INFORMATION:

- \$25 per replacement diploma
- Fees must be paid prior to the diploma being mailed or picked up
- I am requesting #:(____) replacement diploma(s) for the degree specified below.
- I give permission to have Mat-Su College charge \$25 per diploma to my account

PAYMENT INFORMATION:

- Cash or Check paid at the MSC Campus Cache
- Credit Card – charge will be placed on student account. Credit card payment is made by going to uaonline.alaska.edu. Please contact OIT for help with login problems at (907) 450-8300.

ORDER INFORMATION:

NAME:	
STUDENT ID #:	DOB:
CELL #:	EMAIL:
MSC DEGREE:	YEAR EARNED:
STUDENT SIGNATURE:	

Please check one of the following delivery methods:

- Please mail my diploma(s) to the address listed above. I understand that Mat-Su College will label the package “Do Not Bend” but Mat-Su College is not responsible for damage during shipping.
- I will pick up my diploma(s) at Mat-Su College Student Services and will bring a government-issued ID for verification.

STREET/PO BOX:		
CITY:	STATE:	ZIP CODE: