



Matanuska-Susitna College

UNIVERSITY of ALASKA ANCHORAGE

Student Services * 8295 E College Dr, Palmer, AK 99645 * 907-745-9762

Application for a Replacement MSC Diploma

Name: _____

Student ID number: _____ DOB: _____

Phone number: _____ Email: _____

MSC Degree: _____ Year earned: _____

Student signature: _____

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 names on diplomas 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.
- Diplomas 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

Order Information

I am requesting _____ replacement diploma(s) for the degree specified above. Please charge \$25 per diploma to my account.

Please check one of the following delivery methods:

- I will pick up my diploma(s) at Mat-Su College Student Services
- Please mail my diploma(s) to the address below. I understand that Mat-Su College will label the package "Do Not Bend" but Mat-Su College is not responsible for damage during shipping.

Street/PO Box: _____

City: _____ State: _____ Zip code: _____

Payment Information once request has been processed:

- Check – Please make payable to Mat-Su College
- 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 1-907-450-8300.

Please email uaa.msinfo@alaska.edu with questions.