EMPORIA STATE
U N I V E R S I T Y ™

Request for Replacement Undergraduate Diploma

To obtain a replacement diploma, complete the form below and return it to the Registration Office. The form can be sent as an attachment to an email, degreeanalysis@emporia.edu, faxed to 620-341-5517 or mailed to: Emporia State University, Attn: Tammy McEvoy, Campus Box 4026, 1 Kellogg Circle, Emporia, KS 66801. The following types of documents can be used when submitting the form to the Registration Office:

A copy of a valid government-issued photo identification must be attached to this request, such as a driver's license, passport, military I.D., permanent resident card. Please copy the photo id and attach to the Replacement Diploma Application.

The cost for a replacement diploma is $20 and covers are $5. Replacement diploma mailed via United Postal Service. Additional charges for priority mail via FedEx is $25 within United States, $85 International. Tracking number emailed to your address listed on application. If you choose to email or fax your replacement request, please call Tammy McEvoy at 620-341-5150 after submission to provide payment by credit card over the telephone. If you choose to mail the form, please enclose either a check or money order made out to Emporia State University. **Payment must be received prior to the issuing of the replacement diploma.**

Name as you wish it to appear on your diploma:

First:_____   **Middle:**_____

Last:_____

Degree Received:_____   **Major:**_____
            (BS, BA, BSE, etc.)

Month Degree was awarded:_____   **Year Degree was awarded:**_____
Date of Birth:_____
(Required for verification purposes)

Address replacement diploma is to be mailed to:

Street Address:_____

City:_____ **State:**_____ **Zip:**_____

Telephone Number:_____   **Email:**_____

Signature Statement
I understand the replacement diploma I am requesting is not an exact duplicate of my original diploma. The signatures on my replacement diploma will be those of current administrators, not those who were in the position to sign upon the issuing of my original diploma.

I verify the information on this form is true and accurate and I am giving Emporia State University permission to issue a replacement diploma.

Signature:_____   **Date:**_____