New/Replacement Diploma Request Form

Please note: New/replacement diplomas may not have the same formatting, signatures, or design as your original diploma. Replacements will be 8 ½" X 11" documents for undergraduate diplomas, and 11" X 14" documents for graduate diplomas. All new diplomas will bear the signature of the current President of Mount St. Mary's University.

There is a $50.00 fee associated with additional/replacement diplomas. Diplomas will be printed and mailed once payment for the fee is processed and cleared by the Accounting and Finance Office. Tracking information will be sent to the email address that is provided below. This form should be submitted along with a check made out to:

Mount St. Mary's University
Office of the Registrar
16300 Old Emmitsburg Road
Emmitsburg, MD 21727

Please print all information **legibly**.

Personal Information:

Name: _____

Name as it appeared at Mount St. Mary's: _____

Name desired on new diploma: _____

Date of Birth: _____Phone Number: _____

Email Address: _____

Year Graduated: _____

Degree Earned (please circle on option): ☐ *Bachelor of Arts* ☑ *Bachelor of Science* ☐ *Master's*

Major Field of Study: _____

If Master's Degree, Degree Earned: _____

Diploma Mailing Information:

Street Address: _____

City: _____ State: _____ Zip Code: _____

***Please note that additional/replacement diplomas are sent via United States Postal Service Certified Mail. You, or someone you live with, will be required to sign for the package. Missed deliveries are held at your local Post Office for a maximum of 15 days prior to being returned.*

Signature of Requesting Student: _____ Date: _____

If you have any questions regarding this form, or how to order a replacement diploma, please contact the Office of the Registrar at 301-447-5215, registrar@msmary.edu, or 16300 Old Emmitsburg Road, Emmitsburg, MD 21727.