New 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. This form should be submitted along with a check made out to Mount St. Mary’s University to:

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: ______________________________________________________________
Date of Birth: _____________________________________________________________________________________
Phone Number: _______________________________________ Email Address: ________________________________
Year Graduated: ____________________________________________________________________________________

Degree Earned (please circle on option): Bachelor of Arts Bachelor of Science Other

Major Field of Study: _________________________________________________________________________________

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.