



# 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](mailto:registrar@msmary.edu), or 16300 Old Emmitsburg Road, Emmitsburg, MD 21727.