University of Central Missouri - Request for Replacement Diploma or Certificate

All students are mailed their original diploma/certificate upon graduation. UCM does not have copies of these documents on file. Diplomas/certificates are not printed by the Registrar's Office and must be ordered. Our provider does not offer express service for diplomas/certificates. Replacement documents take approximately three to four weeks for processing.

Students who find an error on their diploma/certificate have up to one year to contact the Registrar's Office and request a free replacement diploma. **Before a replacement document may be ordered, the original document must be returned to the Registrar's Office. All other requests for replacement documents are considered a special order and cost $25.00 per diploma.** Replacement diplomas/certificates may only be requested by and issued to the graduate. Replacement diplomas/certificates are not provided if you have a financial hold with the university.

Please note, **replacement documents will have the name of the university as "University of Central Missouri"** unless the request indicates the student attended UCM when we were named Central Missouri State University and you note that you would prefer a replacement diploma with the old school name (please add 3-4 weeks additional processing time). Replacement documents will list your legal name as on record at UCM. If you would like to change your name with UCM go to http://www.ucmo.edu/registrar/forms/namechange.cfm before placing your diploma/certificate order.

Name:_____
(as you would like it to appear on the diploma/certificate)   (First, Middle Name or Middle Initial (or none), Last)

Student # or SSN:_____Date of Birth (mm/dd/yyyy):_____

Home Phone: (_____)_____Cell/Daytime Phone: (_____)_____

E-Mail Address:_____

Date/Semester Degree/Certificate was Awarded:_____

Major/Certificate Awarded:_____

Type of Degree/Cert. Earned:
(please circle)

AA	AS	BA	BS	UG CERT
BSE	BSBA	BM	BME	GR CERT
BFA	BSW	MA	MS	ED SPEC
MBA	MSE	MAT		

Mail document to: Address:_____

City:_____State:_____

Zip Code:_____Country:_____

Signature required   **Date**

Payment method: Check^_____   Money Order^_____   Cash_____

Credit/Debit Card Number+_____Exp. Date_____

**^Checks and Money Orders should be made out to UCM. +We accept VISA, MasterCard, and Discover.
Diploma fees are non-refundable.**

Mail or Fax Request to:
Office of the Registrar and Students Records; Ward Edwards Building, Suite 1000
Warrensburg, Missouri 64093; Phone (660) 543-4914; FAX (660) 543-8400
registrar@ucmo.edu; www.ucmo.edu/registrar