

# 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 one week 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.

Please note, **all replacement documents will have the name of the university as "University of Central Missouri."** Replacement documents will list your legal name as on record at UCM. If you would like to change your name with UCM go to <https://www.ucmo.edu/current-students/office-of-the-registrar-and-student-records/internal-resources/fac-staff/forms/index.php> 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**

**Checks and Money Orders should be made out to UCM. +We accept VISA, MasterCard, and Discover. Contact the Registrar's Office to make payment arrangements.**

**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](mailto:registrar@ucmo.edu); [www.ucmo.edu/registrar](http://www.ucmo.edu/registrar)