

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 <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
---------------------------	--	-------------

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