



## REQUEST FOR REPLACEMENT DIPLOMA

To request a replacement diploma, please complete the information below and enclose your payment of \$30 made payable to The University of Southern Mississippi. **For diplomas to bear new legal name after the degree has been awarded, legal documentation (i.e., copy of marriage certificate, divorce, or other court document) must be submitted along with this request.** The replacement diploma will carry the titles and signatures of current University and Board of Trustees officials. Please allow 7-10 business days for delivery.

Name on original diploma:	
Name to appear on <i>new</i> diploma:	
Social Security Number/Student ID:	
Name of your major:	
Degree type (BA, BS, MA, PhD, etc.):	
Graduation Month and Year:	
Daytime Phone Number:	
Current Email Address:	
Current Mailing Address:	
Diploma Mailing Address: <i>(write SAME if same as current mailing address)</i>	

Will you need this diploma notarized before being submitted to the Mississippi Secretary of State Department?

- Yes  No

*Notarization is a free service.*

**Method of Payment:**

- Check *Please enclose check with replacement diploma request form via postal mail.*
- Money Order *Please enclose money order with replacement diploma request form via postal mail.*
- Credit or Debit Card (Visa or MasterCard only) *Please call (601) 266-4808 with credit or debit card payment information.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return your form by any method below:

**Postal Mail:**

Office of the University Registrar  
118 College Drive #5006  
Hattiesburg, MS 39406

**Email:**

registrar@usm.edu

**Fax:**

(601) 266-5816