



Office of Registrar and Records  
1400 J.R. Lynch Street  
PO Box 17125  
Jackson, MS 39217  
601-979-2300 | 601-203-5001

## DUPLICATE DIPLOMA REQUEST

To request a duplicate diploma, the University will verify graduation award status prior to processing the request. The fee for a duplicate diploma is \$60. Please submit duplicate diploma requests to the Office of Registrar and Records. For payment options, please contact the Business Office at (601) 979-2216. Diplomas are mailed within two to four weeks of receipt of the request and payment via the United States Postal Service (USPS) by certified mail. Orders submitted without payment will not be processed until payment is made.

**Please note: If you have a financial obligation to the University, your diploma request cannot be honored. All University holds must be cleared before your duplicate diploma request is completed.**

**Please print your name as it appeared on your transcript at the time of attendance.**

**Name:** \_\_\_\_\_

**SS# or J Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Semester and Year of Graduation (i.e. Fall 1997 or Spring 2020):** \_\_\_\_\_

**Degree Awarded:** \_\_\_\_\_ **Date Awarded:** \_\_\_\_\_

**Diploma Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For Office Use Only:**

**Request Documented By:** \_\_\_\_\_

**Degree Verified:** Yes \_\_\_\_\_ No \_\_\_\_\_ **By:** \_\_\_\_\_

**Request Completed:** Yes \_\_\_\_\_ No \_\_\_\_\_ **By:** \_\_\_\_\_

**Comments:** \_\_\_\_\_