

# 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 . 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, **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: \_\_\_\_\_

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**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.**