



Mississippi College
A CHRISTIAN UNIVERSITY

Office of the Registrar
Box 4028 | 20 Nelson Hall
Clinton, MS 39058
601-925-3210
Registrar@mc.edu
www.mc.edu/offices/registrar

The name on your replacement diploma will appear as it does on your student record unless a change of name form has been submitted to the Office of Registrar attached to this request. The diplomas may not be an exact duplicate of the originals as they are printed in the current style and bear the signatures of current university officials. Please allow 4-6 weeks

Replacement Diploma Order Form

Part 1: Student Information

First name _____ Middle name _____
Last Name _____ MC ID/Last 4-digits of SSN _____
Maiden/Name when a student _____
Birthdate _____

Part 2: Degree Information

Degree (ex: B.A., M.S. J.D., etc.) _____
Major _____ Graduation Date _____

Part 3: Order

Paper Reprint Only Paper Reprint + eDiploma eDiploma only (no charge)

Part 4: Reason

- Replacement diploma for a lost or damage diploma
- Replacement diploma for a documented legal name change (notarized official documents plus student data change form must be completed with this order)
- Beginning 2015, MC began printing the Major and Honors on diplomas. Check here if you received a diploma prior to 2015 and would like this information printed.
- If this diploma will be used to obtain an apostille from the Mississippi Secretary of State for international employment so we can prepare it accordingly. More information about this process can be found here:
<http://www.sos.ms.gov/BusinessServices/Pages/Apostilles-Authentications.aspx>

Part 5: Mailing Address & Contact Information

Street Address _____
City _____ State _____ Zip _____
E-mail address _____ Phone _____

Part 6: Payment

MC Diplomas: \$40.00 | MC School of Law: \$70.00.....Please make check or money order payable to Mississippi College

Part 7: Notarized Signature

Forms not presented in person must be signed before a notary so that the notary can confirm your identity. The notary requirement is waived ONLY if this form is mailed from an international address and bears an international postmark, however, a signature is still required.

Your Signature _____

Signature of Notary _____

Date Term Ends (mm/dd/yyyy) _____

seal/stamp