



**Office of the Registrar**  
Box 4028 | 20 Nelson Hall  
Clinton, MS 39058  
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[Registrar@mc.edu](mailto:Registrar@mc.edu)  
[www.mc.edu/offices/registrar](http://www.mc.edu/offices/registrar)

## Replacement Diploma Order Form

*The name on your replacement diploma will appear as it does on your student record. MC does not issue new diplomas to reflect name changes or provide copies for framing. 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.*

Date of Request: \_\_\_\_\_

Name

_____	_____	_____
Last	First	Middle
_____		
MC ID or last 4 digits of SSN	Birthdate	Maiden/Name used when a student, if other than the name above

Degree Information

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

Reason for requesting replacement diploma

Mailing Address & Contact Information

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

Payment

*MC Diplomas: \$40.00 | MC School of Law: \$70.00*

Please make check or money order payable to Mississippi College

Notarized Signature

Sign this form 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

APOSTILLE: Please note below if this diploma will be used to obtain an apostille from the Mississippi Secretary of State for international employment and it should be prepared accordingly. Contact the Registrar's Office if you have questions about this process.