

MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICE OF STUDENT RECORDS
MVSU 7264
14000 HWY 82 WEST
Itta Bena, MS 38941-1400

REQUEST FOR DUPLICATE DIPLOMA FORM

To request a duplicate diploma, please complete the information requested below and remit payment of **\$20.00 made payable to Mississippi Valley State University**. The duplicate diploma will bear the original name as it appeared on your original diploma, and carry the original titles and signatures of the University and Board of Trustees officials.

Please type or print:

_____ Name as it originally appeared on your diploma	_____ Date Requested
_____ Social Security # and or Student ID #	_____ Your major
_____ Degree Awarded (B.A., B.S., M.A., M.S., etc.)	_____ Graduation Date (Month, Year)

Contact Information:

_____ Daytime Telephone #	_____ Alternate #
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Please send duplicate diploma to: _____

Signature: _____ **Date:** _____

Please send the \$20.00 payment of the cost of the duplicate diploma (includes standard shipping charges) to the address listed above. Payment is accepted via a money order or cashier's check. Cash payment is acceptable only if paying in person.

CONFIRMATION RECEIPT NUMBER