

## Replacement Diploma Order Form

Official transcripts are awarded upon the completion of degree requirements and are Montana State University's recognition of individual achievement. Individuals who wish to order replacement copies of previously awarded diplomas may do so with a signed request and pre-payment, check, or money order to the Office of the Registrar.

**Mail completed, signed replacement diploma requests with check or money order to:**

Office of the Registrar  
Montana State University-Bozeman  
101 Montana Hall  
P.O. Box 172660  
Bozeman, MT 59717-2660

Name (Last, First Middle):

Student ID #:

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Previous/Former Name(s) (if applicable):

Date of Birth:

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Email:

Phone Number:

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Degree Awarded:

Graduation Term & Year:

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Name as it should be printed on the diploma:

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Address diploma is to be sent to (include city, state, zip, and country if not USA):

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\*Rush orders cannot be delivered to P.O. Boxes

Choose one:

☐ **Standard Order** (2-3 weeks processing time) - \$25.00

☐ **Rush Order** (2-3 days processing time) - \$95.00

**\*\*All Doctoral degree's are shipped to the Registrar's office first before being shipped to the address requested above. Please allow an additional processing time to the timeline above. Standard order an additional 2 weeks. Rush an additional 2 days.**

**\*\*Processing time begins upon receipt of request.**

Rush cost breakdown: \$25.00 diploma cost; \$25.00 printer's rush fee; \$45.00 UPS next day air. This cost applies to US deliveries only. Please contact the Registrar's Office at [diplomas@montana.edu](mailto:diplomas@montana.edu) for international rush order costs.

Signature:

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