



Office of Registrar and Records
1400 J.R. Lynch Street
PO Box 17125
Jackson, MS 39217
601-979-2300 | 601-979-2399

DUPLICATE DIPLOMA REQUEST

To request a duplicate diploma, the University will verify graduation award status prior to processing the request. The fee for a duplicate diploma is \$60. Please submit duplicate diploma requests to the Office of Registrar and Records. For payment options, please contact the Business Office at (601) 979-2216. Diplomas are mailed within two to four weeks of receipt of the request and payment via the United States Postal Service (USPS) by certified mail. Orders submitted without payment will not be processed until payment is made.

Please note: If you have a financial obligation to the University, your diploma request cannot be honored. All University holds must be cleared before your duplicate diploma request is completed.

Please print your name as it appeared on your transcript at the time of attendance.

Name: _____

SS# or J Number: _____ Date of Birth: _____

Semester and Year of Graduation (i.e. Fall 1997 or Spring 2020): _____

Degree Awarded: _____ Date Awarded: _____

Diploma Mailing Address: _____

For Office Use Only:

Request Documented By: _____

Degree Verified: Yes ___ No ___ By: _____

Request Completed: Yes ___ No ___ By: _____

Comments: _____