



Middle Georgia State University

# Middle Georgia State University

## Replacement Diploma Order Form

For Replacement Diplomas, Please Remit Payment:  
\$35.00 - Undergraduate; \$50.00 - Graduate

**PLEASE NOTE:** Students should recognize that the replaced diploma most likely will not replicate their previous awarded document as the signature of the responsible officials may have changed, or perhaps even the name of the college. The diploma issued will be the same award document as given current graduates.

### Acceptable Payment Methods

**PAY ONLINE:** Payments can be made through your SWORDS account. ([Instructions](#))

**CREDIT CARD or CASH:** Payment must be made at the Bursar's Office. Do not mail cash.

**CHECK or MONEY ORDER:** Make payable to Middle Georgia State University, attach to this form, and mail to:

Middle Georgia State University  
Attn: Bursar's Office  
100 University Parkway  
Macon, GA 31206

Include Student ID # on check, as well as a note that it is for a replacement diploma.

### Complete the Following:

Student ID Number \_\_\_\_\_

Please PRINT full name (first, middle/maiden, last) should correspond to legal name.\*

\_\_\_\_\_

|       |               |      |
|-------|---------------|------|
| First | Middle/Maiden | Last |
|-------|---------------|------|

\_\_\_\_\_

|        |       |                          |
|--------|-------|--------------------------|
| Degree | Major | Graduation Term and Year |
|--------|-------|--------------------------|

\_\_\_\_\_ Telephone #: \_\_\_\_\_

Student Signature\* \_\_\_\_\_

### Mail diploma to:

\_\_\_\_\_

|         |      |       |          |
|---------|------|-------|----------|
| Address | City | State | Zip Code |
|---------|------|-------|----------|

**\*Replacements can only be requested by the student. Please allow four to six weeks for processing. During our heavy processing times (end of term, graduation, etc.), the turnaround time may expand beyond six weeks.**

TO BE COMPLETED BY OFFICE OF REGISTRAR:

Payment Date \_\_\_\_\_ Registrar Signature \_\_\_\_\_