



Undergraduate Replacement Credential and Diploma Cover Request Form

Messiah University | Office of the Registrar
One University Avenue, Suite 3007
Mechanicsburg, PA 17055
Phone: 717.691.6074
Email: registrar@messiah.edu

STUDENT INFORMATION:

Current Full Name (printed): _____ Attended as Name: _____
Date of Birth (Month/Year): _____ Student ID Number or last four digits of SSN: _____
Current Address: _____ Email Address: _____
City: _____ Daytime Phone Number: _____
State/Zip: _____ Major: _____
Credential(s) Earned (i.e. degree or certificate): _____
Year of Graduation/Certification: _____

Signature: _____ **Date:** _____

*To comply with Federal regulations governing the privacy of educational records, Messiah University requires the signature of the student to release academic records. **Penned signature required to process request.***

REPLACEMENT REQUEST:

Please mail to:

Name/Company: _____
Address Line 1: _____
Address Line 2: _____
Address Line 3: _____
City/State/Zip: _____

I would like to request the following (select all that apply):

- Replacement undergraduate diploma for \$30
- Replacement undergraduate certificate for \$30
- Replacement undergraduate diploma cover for \$15 (11" x 8.5" landscape Messiah University cover)

If you have earned more than one degree or certificate, please specify which replacement credential you are requesting: _____

METHOD OF PAYMENT:

Payment in the form of \$30 per credential and \$15 per diploma cover is required.

Choose **one** of the following:

- Check made payable to Messiah University is enclosed in amount of: _____
- [Credit Card Payment](#) (will be redirected to CashNet- a secure payment server)

Signed/completed request form AND payment are required. Financial obligations to the University must be satisfied before the replacement credentials can be released.

TO SUBMIT THIS REQUEST:

- Please upload your signed request form using the instructions/link on our [webpage](#).
- Mailed requests/checks may be sent to the following address:
Messiah University
Office of the Registrar
One University Avenue, Suite 3007
Mechanicsburg, PA 17055

QUESTIONS:

Call: (717) 691-6074
Email: registrar@messiah.edu