

Request for a Replacement Diploma

In situations where a student's original diploma is misplaced, damaged or the student is in need of a duplicate for international employment, he or she may request a replacement diploma by sending a written request to the Registrar's Office. Please include the following information:

- Your current name and address
- Name under which you attended
- Messiah ID number or last four digits of your social security number (for record identification purposes only)
- Name to appear on the diploma (e.g. middle initial, middle name, maiden name)
- Degree earned and Year of graduation
- Major
- Your signature
- Payment in the form of a \$30 check made payable to Messiah College Registrar's Office or pay with a credit card online [here](#).

Please note: If you require official documentation of your academic record and/or degree earned, you may request an official transcript [here](#).