



## Graduate Studies Degree Re-Evaluation Request Form

Messiah University | Office of the Registrar | Graduate Studies

One University Avenue

Mechanicsburg, PA 17055

Phone: 717.796.1800 ext. 2114

Email: [gradregistrar@messiah.edu](mailto:gradregistrar@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: \_\_\_\_\_ Program: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

**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.*

### DEGREE RE-EVALUATION REQUEST:

Please detail the reason for your request below:

### METHOD OF PAYMENT:

**Payment in the amount of \$75 is required for degree re-evaluation.**

Choose **one** of the following forms of payment:

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 degree re-evaluation is processed.

### 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  
Graduate Studies Registrar  
One University Avenue  
Mechanicsburg, PA 17055

### QUESTIONS:

Call: 717.796.1800 ext. 2114

Email: [gradregistrar@messiah.edu](mailto:gradregistrar@messiah.edu)