



## Graduate Studies Replacement Credential and Diploma Cover Request Form

Messiah University | Office of the Registrar | Graduate Studies  
One University Avenue Suite 3040  
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: \_\_\_\_\_  
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 record. 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 graduate diploma for \$30
- Replacement graduate certificate for \$30
- Replacement graduate diploma cover for \$15 (11" x 8½" 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 out 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 request/checks may be sent to the following address:  
Messiah University  
Office of the Registrar-Graduate Studies  
One University Avenue, Suite 3040  
Mechanicsburg, PA 17055

### QUESTIONS:

Call: (717) 796-1800 ext. 2114  
Email: [gradregistrar@messiah.edu](mailto:gradregistrar@messiah.edu)