



**Office of the University Registrar**  
 Academic Services Building, Suite 323  
 400 East Main Street  
 Frankfort, KY 40601  
 502-597-6234 (Phone)  
 502-597-6239 (Fax)

## Undergraduate REQUEST FOR REPLACEMENT DIPLOMA

To request a replacement diploma, please complete the information below and enclose your payment of **\$20.00** made payable to Kentucky State University. **For diplomas to bear a new legal name after the degree has been awarded, legal documentation (i.e., copy of marriage certificate, divorce, or other court document) must be submitted along with this application.** The replacement will carry the titles and signature of current University and Board of Regents officials. Please allow up to four (4) weeks for delivery.

Please type or print:

\_\_\_\_\_  
 Name as it originally appeared on your diploma

\_\_\_\_\_  
 Name to appear on your new diploma

\_\_\_\_\_  
 Social Security Number and/or Student ID Number

\_\_\_\_\_  
 Name of your major

\_\_\_\_\_  
 Name of your degree (B.A. B.S., M.A., etc.)

\_\_\_\_\_  
 Graduation Date (Month, Year)

Daytime phone number/Cell number: (ex. 999-999-9999) \_\_\_\_\_

**Please send the diploma to:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

Cost of Replacement: \$20.00 (includes standard shipping charges)

Method of Payment: Check

Money Order