Duplicate Diploma Request

METRO STATE UNIVERSITY

How to Submit

Mail: Enclose completed form with payment *(check or money order ONLY made payable to Metropolitan State University)* and send to the address above.
In-Person: Bring completed form to the Gateway Student Services Center. They will direct you to make payment *(cash, credit card, check or money order)* after verifying there are no holds on your record.

Name: _____
          Last   *First*   *Middle*   *Former Last Name(s)*

Metropolitan State Tech ID or StarID: _____   Email Address: _____

Address: _____
                                          City   *State*   *Zip*   *Country*

Phone Number: _____-_____-_____

On the line below, print how you would like your name to appear on the diploma.

_____

Quantity & Destination

Indicate the number of diplomas and select your destination preference(s):

☐ **Mail** _____ diploma(s) to the **address listed above**

☐ **Mail** _____ diploma(s) directly to **a third party listed below**

☐ **Pick Up** _____ diploma(s) (Available for regular service only. You will be contacted by email when ready.)

Third Party
Name / Organization / Department: _____

Address: _____
        Street   *City*   *State*   *Zip*   *Country*

Service Type & Cost

	Type	Cost (per diploma)	Timeframe (upon receipt of form)*:
☐	Standard	$20.55 ($10.75 + $9.80**)	Mailed within 5-7 business days, or pick-up available in approximately 7-10 business days
☐	Expedited	$67.95 ($35+$32.95**)	Mailed within 1-3 business days
☐	International Regular	$50 ($40+$10**)	Mailed within 4-7 business days (shipping time depends on carrier)
☐	Digital Copy Only	$50.50 ($45+$5.50**)	Arrives in e-mail provided within 5-10 business days

*Delivery times vary and are not guaranteed.

**Paradigm processing fees

Office Use Only

GATEWAY:	☐ Verified no financial holds	_____ (Initial)	Date: ____ / ____ / _____
FINANCIAL MANAGEMENT:	$ _____ (Amount Paid)	_____ (Initial)	Date: ____ / ____ / _____
GRADUATION OFFICE:	Date Received: ____ / ____ / _____	_____ (Initial)	Date sent: ____ / ____ / _____