Replacement Diploma Order Form

Official transcripts are awarded upon the completion of degree requirements and are Montana State University’s recognition of individual achievement. Individuals who wish to order replacement copies of previously awarded diplomas may do so with a signed request and pre-payment, check, or money order to the Office of the Registrar.

Mail completed, signed replacement diploma requests with check or money order to:

Office of the Registrar
Montana State University-Bozeman
111 Montana Hall
P.O. Box 172660
Bozeman, MT 59717-2660

Name (Last, First Middle): ___________________________  Student ID #: ___________________________

Previous/Former Name(s) (if applicable): ___________________________  Date of Birth: ___________________________

Email: ___________________________  Phone Number: ___________________________

Degree Awarded: ___________________________  Graduation Term & Year: ___________________________

Name as it should be printed on the diploma: ___________________________

Address diploma is to be sent to (include city, state, zip, and country if not USA):
__________________________________________________________

*Rush orders cannot be delivered to P.O. Boxes

Choose one:

☐ Standard Order (2-3 weeks processing time) - $25.00

☐ Rush Order (2-3 days processing time) - $95.00

Rush cost breakdown: $25.00 diploma cost; $25.00 printer's rush fee; $45.00 UPS next day air.
This cost applies to US deliveries only. Please contact the Registrar's Office at
diplomas@montana.edu for international rush order costs.

*Processing time begins upon receipt of request.

Signature: __________________________________________________________

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