

OFFICE OF THE REGISTRAR

Replacement Diploma/ Certificate Order Form

Replacement diplomas/certificates are available to graduates who have no outstanding obligations (e.g. financial) to KGI. If you are requesting a diploma/certificate in a new name, you **MUST** include documentation of your legal name change. Documentation may include copies of a court order, a new passport, driver's license, marriage certificate, or other government issued identification.

Graduate's Information

Name _____
First Middle Last

Student ID (if available) _____ Graduation Term and Year _____

Degree/Certificate Type (e.g. MBS, PPM, PPC, PhD, etc.): _____

If different, name while attending KGI (maiden name, etc.) _____

Date of Birth _____ Last 4 digits of social security number _____
(mm/dd/yyyy)

Telephone (____) _____ Email * _____

** Please provide an email address for confirmation when the diploma is received by KGI
(allow 6-8 weeks for delivery from time of your initial request).*

Special Instructions
(check only one)

- Replace diploma/certificate** - I am ordering a replacement diploma in my name as it appears in KGI's current student records for:

Diploma/Certificate Full Name

- Replace diploma/certificate in my current/new name** - I am ordering a replacement diploma and request that it be issued in my new name for:

Diploma/Certificate Full Name

I have also included documentation as verification of my legal name change.



Payment Information

I have paid for my diploma replacement (click here to pay).

Mailing Information

Please note that you'll be notified once the diploma/certificate is received at KGI, and it will be mailed to you via certified mail and a signature will be required for US delivery. For international delivery, please contact the Office of the Registrar for additional postage charge. Allow 6-8 weeks for delivery.

Please provide a street address for delivery:

Name _____

Address _____

Number and Street

City/Town

State/Province

Country

Zip/Postal Code

Signature (required) _____ **Date** _____

By signing, I understand that my diploma/certificate will not be provided if I have outstanding financial obligations to KGI.

KGI OFFICE USE

Date Received _____ Date Processed _____ Initial _____

Updated August 2018