



Duplicate Diploma Request

Return to: MSOE Registrar's Office, CC-377
1025 N. Broadway, Milwaukee, WI 53202-3109
Phone: (414) 277-7215 / Fax: (414) 277-6914
Scan and email: registrar@msoe.edu

The fee for a duplicate diploma is \$20.00. To pay for your duplicate diploma request, visit: msoe.edu/duplicate-diploma-fee. The duplicate diploma will not be released if you have an outstanding balance on your account. If you have questions about your financial account, please contact the Student Accounts Office at (414) 277-7130.

Name at Time of Graduation _____
(Last) (First) (Middle Initial)

Student Number or Last Four Digits of Social Security Number _____

Date of Birth _____ Current Name (if different from above) _____

Current Street Address _____

City _____ State (or Country) _____ Zip _____

Current Phone _____ Current e-mail _____

Degree Earned _____ Major _____

Date of graduation from MSOE _____

Describe reason for your request of the duplicate diploma _____

Please check one:

- ☐ I will pick up my duplicate diploma
- ☐ Send duplicate diploma to my current address listed above
- ☐ Send duplicate diploma to the following address:

Attention _____

Current Street Address _____

City _____ State (or Country) _____ Zip _____

Alumnus/a signature (required) _____ Date _____

For office use only:

Hold: _____ Paid: _____ Address Update: _____ Pick Up/Mail: _____