

**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 enclosed a check made payable to "Keck Graduate Institute" for \$50.00.

## 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*