

Duplicate or Delayed Diploma Request



Graduation Office
700 East Seventh Street
Saint Paul, Minnesota 55106-5000
E-mail: gateway@metrostate.edu
Phone: 651-793-1300

Who needs to use this form?

Any graduate of Metropolitan State University who wishes to request a duplicate diploma or for a graduate who never received their original diploma.

Important Notes

You must have met your degree requirements from Metropolitan State University before requesting a duplicate or delayed diploma.

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.

Contact Information

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

Metropolitan State Tech ID or StarID: _____ E-mail address: _____

Address: _____
Street 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)*:
<input type="checkbox"/> Regular	\$20	Mailed within 3-5 business days, or pick-up available in approximately 7-10 business days
<input type="checkbox"/> Expedited	\$35	Mailed within 1-2 business days
<input type="checkbox"/> International Regular	\$50	Mailed within 3-5 business days
<input type="checkbox"/> International Expedited	\$65	Mailed within 1-2 business days

*Delivery times vary and are not guaranteed.

Office Use Only

GATEWAY: Verified no financial holds _____ (Initial) Date: ____ / ____ / ____

FINANCIAL MANAGEMENT: \$ _____ (Amount Paid) _____ (Initial) Date: ____ / ____ / ____

GRADUATION OFFICE: Date Received: ____ / ____ / ____ _____ (Initial) Date sent: ____ / ____ / ____