



McNeese State University Duplicate Diploma Request Form

Upon payment of applicable fees, this form should be completed and returned with a copy of your photo ID:

- In person to Student Central, Chozen Hall
- Mailed to McNeese State University, Box 92495, Lake Charles, LA 70609 (payment may be included with this form if sending through the mail – make check payable to McNeese State University)
- Faxed to 337-562-4163 or
- Scanned and emailed to registrar@mcneese.edu.

Personal Information

Name: _____

Previous Name(s): _____

Address: _____

ID: _____

City: _____ State: _____ Zip: _____

Birth Date: _____

E-mail Address: _____

Phone No.: _____

Diploma Information

Semester/Year Awarded: _____

Degree Awarded: _____

Delivery Method

Please select one method of delivery:

- Pick up in person at Student Central*
- Pick up by designated representative (name required)*: _____
- Mail to address***: _____
- _____
- _____

*Photo ID is required to pick up a diploma

Additional fees required for this option. See applicable fees below. **We do not mail diplomas outside of the continental U.S.

Applicable Fees

Fee payments will be confirmed with the Cashier's Office prior to printing. If fees have not been paid before this request is submitted, you will be required to submit a new request.

- \$40 Duplicate Diploma Fee, required for all requests, per diploma charge
- \$20 Mailing Fee (within the continental U.S.), required for applicable mailing, per diploma charge

Authorization

Student's Signature _____

Date _____

For Registrar's Office Use Only: Date Received: _____ Date Processed: _____ Initials: _____

Revised 09/2021