



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

DIPOLMA REPLACEMENT/NAME CHANGE REQUEST FORM

Great Falls College Montana State University

2100 16th Avenue South, Great Falls, Montana 59405-4909

406.268.3700 or 800.446.2698 or FAX: 406.771.4329

Approximate Date Attended: _____

PROGRAM: _____

DEGREE TYPE: _____

REQUESTING:

Diploma Replacement

Name Change

**In order for a name change to be processed, a copy of your new Social Security card (or receipt) must be provided.*

Social Security No: _____ **Date:** _____

Last Name: _____ **First Name:** _____ **Middle:** _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Signature: _____ **Previous Names:** _____

SEND DIPLOMA TO:

**Students wishing to pick up their diplomas should write "Pick Up" and a phone number*

Name: _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

IMPORTANT INFORMATION

- ✓ A \$10 fee is required for a replacement diploma to be printed.
- ✓ Diplomas are not released if a student has an unpaid financial obligation to any MSU campus. Contact the appropriate institution's Business Office for account details. GFCMSU: (406) 771-4315.

FOR OFFICE USE ONLY

AMOUNT DUE:	\$10	Cash <input type="checkbox"/>	DATE PROCESSED:
		Check <input type="checkbox"/>	
AMOUNT PAID:	\$	Credit Card <input type="checkbox"/>	BY:
DATE/RECEIVED BY:			