



**GREAT FALLS
COLLEGE**
MONTANA STATE
UNIVERSITY

DIPLOMA REPLACEMENT/NAME CHANGE REQUEST FORM

Great Falls College Montana State University

2100 16th Avenue South, Great Falls, Montana 59405

Phone: 406.771.5128 or FAX: 406.771.4329

APPROXIMATE DATE AWARDED: _____

PROGRAM: _____

DEGREE TYPE: _____

NAME AS IT SHOULD APPEAR ON YOUR DIPLOMA: _____

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.*

Student ID # or Social Security No: _____

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

Email: _____ **Previous Names:** _____

SEND DIPLOMA TO:

Mailing address below

I will pick up, please call me.

Name: _____

Address: _____ **Phone:** _____

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

SIGNATURE: _____ **DATE:** _____

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.
GFC MSU: (406) 771-4315 or (406) 771-5129.
- ✓ There is a 2 week processing time on diploma replacement requests.

FOR OFFICE USE ONLY

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