

Request for Replacement Diploma \$30 Charge for Each Diploma

Allow 1-2 weeks for processing. If your name has changed and you are requesting a diploma to be issued in your new name, you will need to submit a name change form along with submitting a diploma request. In accordance with the provisions of T.C.A. § 49-9-108 and university policies 640 and 646, all delinquent balances must be paid in full in order to receive a diploma.

ONLINE REQUEST

Step 1: Use the following link and instructions to make a payment online at the MTSU Marketplace: Miscellaneous Payments:

[CLICK HERE TO SUBMIT PAYMENT](#)

- Select "Diploma Replacement."
- Enter the payment amount (\$30 per Diploma) then click "Add to Cart."
- Type in the Full Name of Student.
- Type in the Student ID number (M# or M00000000 if you don't know it).
- Click "Continue"
- Click "Checkout" and enter in your email address
- Click on "Continue."
- Enter in your credit card information then click "Continue."
- Review your order then scroll to the bottom and click "Submit Order."

Step 2: Once payment is submitted in the amount of \$30 per diploma, submit the Replacement Diploma Request form at either of these two links:

[CLICK HERE](#) if you are a current MTSU student or still have access to PipelineMT.

[CLICK HERE](#) if you are a former MTSU student. You will need to create an account first to submit your request if you have not previously created an account with us.

IN PERSON REQUEST

Payment may be made in person at the Business Office in the Student Services and Admissions Center (SSAC). Submit the payment receipt, photo identification, and a *Replacement Diploma Request* form to the MT One Stop also in the SSAC on the 2nd floor. The Business Office and MT One Stop are open Monday through Friday between 8:00 AM and 4:30 PM.