CONTACT: graduation@morgan.edu

PURPOSE: Alumni can request a duplicate diploma from Parchment Inc., our third party vendor, 24 hours a day, 7 days a week.

PROCESSING TIME: Diplomas are ordered on the third Friday of every month. Each copy costs $20 plus the additional shipping fee:

- STANDARD US DOMESTIC SHIPPING FEE - $12.00
- EXPEDITED US DOMESTIC SHIPPING FEE - $25.00
- EXPEDITED INTERNATIONAL SHIPPING FEE - $47.00

REQUIREMENTS:

- No outstanding financial obligations to Morgan State resulting in a hold.
- Each copy is payable by debit/credit card.

LOGIN:

Username (email address) and Password. (Your username and password is separate from your MSU credentials.)

A) If you have not set used Parchment before, select CREATE AN ACCOUNT. (We strongly encourage you to use a personal email address to create your account so you continue to have access once you've left MSU.)

B) If you have forgotten your password, select FORGOT PASSWORD

C) If you have forgotten your username or cannot access the email associated with Parchment, send an email to transcripts@morgan.edu and include a new email address, last 4 of SSN, and a valid government-issued photo ID.

You will receive an email from "Parchment" with the subject line "Forgot Your Password". Be sure to check your spam or junk folder if you don’t receive it in your inbox.
ORDERING:

Click the link to visit the MSU Registrar's Transcript Ordering Page

A) Once logged in, click "Send to Yourself, Another Individual, or Third Party"

B) Select Duplicate Diploma—Mailed

C) Once you have completed your order, you will be prompted to pay via credit card. You can log in to Parchment at any time to check the status of your order by clicking “Order Status” on the navigation bar.