

# Duplicate Diploma

## Enter your email address.

\*If you have not ordered an official transcript or diploma after **August 2022**, you will need to create a new account. All required information is marked with an asterisk. Use the dropdown options in the field whenever possible.

PASSWORD must contain:

- At least 10 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 special character
- At least 1 number

EXAMPLE: Transcript@1

You will be sent a verification code to your email. Verify the code and finish entering your enrollment information.

Then, select **DUPLICATE DIPLOMA**

## Select a delivery destination.

Do **NOT** select Morgan State University.

A. Use the search field for **popular places**, such as a large college/university.

B. **PREFERRED METHOD**—Select "I'm sending to myself or another individual" to send to a **specific** recipient.

## Enter the mailing address.

A. Validate address

B. Sign the authorization of release.

**Pay.** Once you have completed your order, you will be prompted to pay via credit card. If you selected pick up, you will receive a separate email regarding pick up information.

<b>DIPLOMA:</b>	<b>\$32</b>
<b>+ SHIPPING:</b>	
STANDARD	\$0
PREMIUM	\$13
INTERNATIONAL	\$34

**For standard shipping**, diplomas are shipped on the 3rd Friday of every month and will arrive within 1-2 weeks after. **For premium shipping**, expect your diploma to arrive within 7 business days of your order date. **For international shipping**, delivery time can vary.