



MOUNT ST. JOSEPH
UNIVERSITY
Cincinnati, OH

Mount St. Joseph University
Registrar's Office
5701 Delhi Road
Cincinnati, OH 45233
513-244-4621

Diploma/Certificate Order Form

Please Provide All Information

 Name While Attending

 Dates of Attendance

 Last 4 digits of SS#

 Date of Birth

For your security a copy of your driver's license is required

Did you attend College of Mount St. Joseph OR Mount St. Joseph University

 Name as it should appear on your Diploma/Certificate

Your Contact Information

 Mailing Address *Document will be mailed in a 15 x 12 Envelope*

 City State Zip Code

 Phone Number and/or Email Address in case we need to contact you

I understand the cost of a new diploma/certificate is \$25 and will take 5-7 days to process after receipt of payment. New diplomas/certificates will have the signatures of our current president and provost. Diplomas will not be mailed if there is a Hold on your account. You will be notified if this is the case.

 Signature

 Date

Please return the completed form and copy of your driver's license to the Registrar's Office by email at Registrar@msj.edu. In order to pay for the diploma, visit msj.edu/pay, click on the Guest Payer Payment Form, and select the Diploma Request option. Your diploma request cannot be processed until payment is received.