

DUPLICATE DIPLOMA

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.

The screenshot shows the Morgan State University Parchment interface. At the top is the MSU logo and the text 'MORGAN STATE UNIVERSITY'. Below this is a progress bar with six steps: 1. Login or Register, 2. Select Documents, 3. Order Details, 4. Provide Consent, 5. Billing Info, and 6. Review Order. The 'New Users' section has a large blue 'A' and a 'Create Account' button. The 'Returning Users' section has a 'Sign In' button and a 'Forgot your password?' link with a large blue 'B' next to it. Below the 'Sign In' button are input fields for 'Email Address' and 'Password'.

B 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.

The screenshot shows an email from Parchment with the subject 'Reset Account Password'. The email body contains the text: 'Click the following link to reset the password for your Parchment account.' Below this is a green button labeled 'Reset Your Password'. At the bottom, it says 'This link expires in 1 day.' and 'Thank you for using Parchment!'. The footer includes the Parchment logo, website URL, and social media icons.

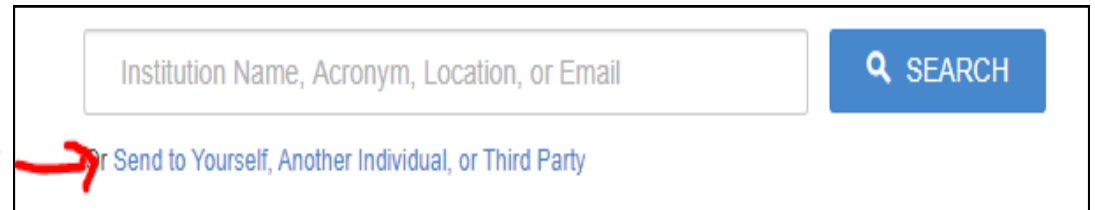
ORDERING:

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.

A

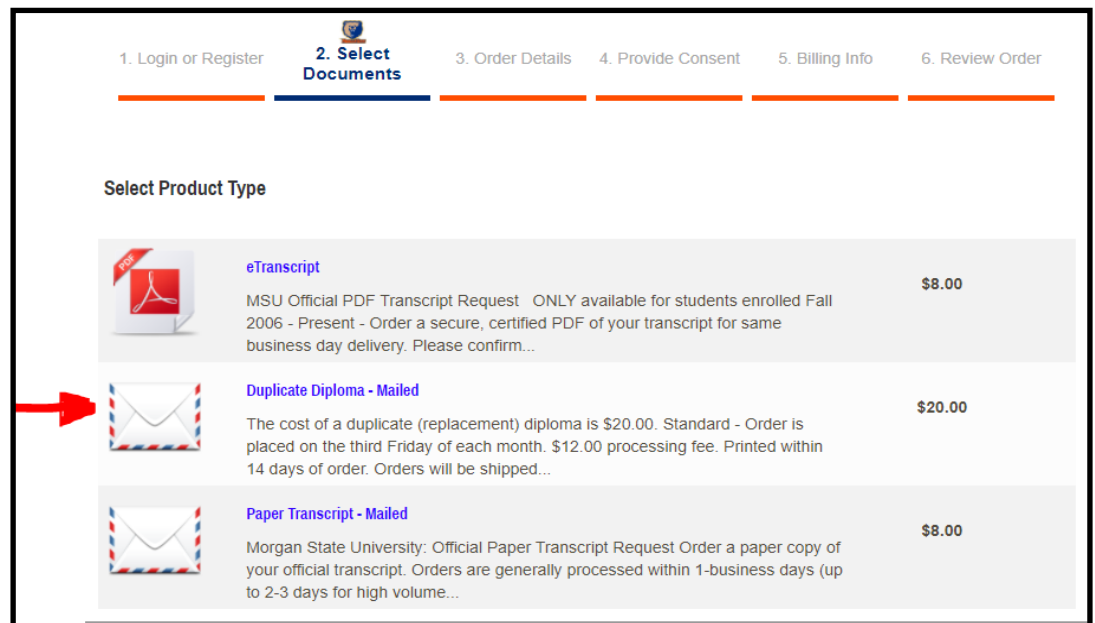


Institution Name, Acronym, Location, or Email

 SEARCH




[Send to Yourself, Another Individual, or Third Party](#)

B

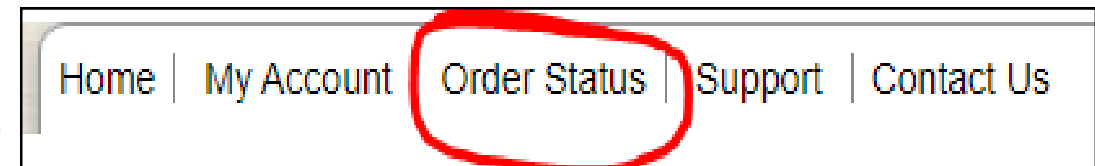


1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

Select Product Type

	eTranscript MSU Official PDF Transcript Request - ONLY available for students enrolled Fall 2006 - Present - Order a secure, certified PDF of your transcript for same business day delivery. Please confirm...	\$8.00
	Duplicate Diploma - Mailed The cost of a duplicate (replacement) diploma is \$20.00. Standard - Order is placed on the third Friday of each month. \$12.00 processing fee. Printed within 14 days of order. Orders will be shipped...	\$20.00
	Paper Transcript - Mailed Morgan State University: Official Paper Transcript Request Order a paper copy of your official transcript. Orders are generally processed within 1-business days (up to 2-3 days for high volume...	\$8.00

C



Home | My Account | **Order Status** | Support | Contact Us