



Diploma Pick-Up Authorization Form

To authorize release of your diploma to a third party, please follow these steps:

1. Complete all fields below.
2. Sign, date, and submit the form to the Office of the Registrar in advance of pickup.
3. The person picking up the diploma must present a photo ID.

PLEASE PRINT CLEARLY

MSU ID#: _____

Student Name: _____ Date: _____
Last First Middle/Maiden

E-mail Address: _____ @murraystate.edu

Person(s) you are authorizing to pick up diploma:

I authorize Murray State University to release my diploma and complimentary transcript to the person(s) identified above.

Student Signature _____

Please Note: All persons picking up diplomas must bring photo ID.

Please return completed form to the Graduation Office, 113 Sparks Hall.

msu.graduation@murraystate.edu

To be completed at time of pick up

Signature of 3rd Party _____ Date _____

For Graduation Office	Processed by	Date
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