

Replacement/Duplicate Diploma Ordering Guide

Students can order replacement/duplicate diploma in KSIS using the following steps:

1. Log into **KSIS** with your eID and password.
2. From the Student Homepage in KSIS, click the **Other Academic** / **Academic** **02 012 79 re** **BT/F1 12 T**

5. Select the document type you want to order; **Diploma**.

7. From the list of **Product Type**, select:

Replacement Diploma-Mailed or Replacement Diploma VetMed –Mailed.

8. Review the **Product Description and Processing Time Options**

10. If FedEx delivery is selected, **1. A Phone Number Must Be Provided,**

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