



Replacement Diploma Request

To request a replacement diploma, complete and print out form along with a \$33 fee (check, money order or credit card) and mail or hand deliver to the Registration and Records Office. DO NOT MAIL CASH. A replacement diploma is printed in the current format, and all signatures will be of present officials. Please allow four to six weeks for processing and delivery.

Name: (first) _____ (middle) _____ (last) _____ (Jr., etc.) _____	
(PLEASE ENTER NAME EXACTLY AS IT IS TO APPEAR ON DIPLOMA)	
Former Name(s): _____	
WVSU I.D. # or SS # (used to verify the correct record) _____	D.O.B.: (mo/dy/year) _____
Date of Graduation: (mo/dy/year) _____	Indicate Academic Honors Earned: _____
Degree Awarded: _____	
Major: _____	
CONTACT INFORMATION:	
Street: _____	
City, State, Zip: _____	
Email: _____	Daytime Phone: _____
Graduate Signature*: _____	Date: _____
DELIVERY OPTION: <input type="checkbox"/> Mail to Above Address <input type="checkbox"/> Hold for Pick Up	

Payment Information: (*\$33 fee must accompany request*)

- Check Money Order
- Visa Mastercard Discover

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

I authorize a total of \$_____ to be charged.

Mail Request To:

**West Virginia State University
Diploma Replacement
Office of Registration and Records
128 Ferrell Hall, P. O. Box 1000
Institute, WV 25112-1000
Phone: 304.766.4146**

*All requests must be authorized by the student's signature in accordance with the Family Educational Rights and Privacy Act of 1974.

FOR REGISTRAR'S OFFICE USE ONLY:			
Verified by: _____	Date Ordered: _____	Date Received: _____	M/PU: _____