



## 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.) _____	
<b>(PLEASE ENTER NAME EXACTLY AS IT IS TO APPEAR ON DIPLOMA)</b>	
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:	
<b>CONTACT INFORMATION:</b>	
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 written 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: _____