WICHITA STATE UNIVERSITY  Request for Duplicate Diploma

A duplicate diploma can be ordered by filling out this form completely. Each diploma is $30 and the black covers are $5. Please allow two weeks for processing. A readable copy of your photo identification, such as a driver’s license, is required.

Please PRINT legibly. Name _________________________________

Address _________________________________________________ Number and Street _________________________________

City __________________________ State ______ Zip Code ____________

Phone Number __________________________ Email Address _________________________________

Overseas recipient phone number REQUIRED for overseas delivery: _________________________________

myWSU ID No. or Social Security Number __________________________ Date of Birth ____________

Degree Received _________________________________

Date Degree Was Received _________________________________

Name Exactly How It Should Appear on Diploma _________________________________

(We must have this name in our records for you)

NOTE: If your diploma was conferred prior to 2000, the duplicate will be printed on a replacement diploma blank that will not be identical to your original diploma format. In many cases, it is more attractive than the original format.

Check One:
☐ Call when ready for pick up __________________________

☐ Mail to above address Phone Number __________________________

☐ Mail to _________________________________

Check One: ☐ Mailing Charge within the USA ($7.00)
☐ Mailing Charge outside USA ($40.00)

Check One: ☐ Diploma Only ($30.00)
☐ Diploma with black cover ($35.00)

TOTAL COST: _________________________________

Check One: ☐ Payment Enclosed ☐ Charge to Credit Card

STUDENT’S SIGNATURE _________________________________ Date ____________

Card Holder’s Signature _________________________________

Check One: ☐ Visa ☐ Master Card ☐ American Express ☐ Discover

Card Number ____________ Expiration Date ____________ Security Code ____________

Please mail this form, your payment and a readable copy of your photo identification to:
Registrar’s Office, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0058
Telephone (316) 978-3672 FAX (316) 978-7999

10/24/16