

WICHITA STATE UNIVERSITY Request for Duplicate or Replacement Diploma

A duplicate or replacement 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.**

NOTE: Students who graduated in the Spring of 2016 and beyond will receive a duplicate diploma. A duplicate diploma will be the design and signatures that were used when the diploma was originally awarded. If the original diploma did not include the major, it may be added. Minor adjustments to student names are allowed. Students who graduated prior to Spring 2016 will receive a replacement diploma. Replacement diplomas reflect the university's current diploma design and contain the signatures of the current University President, Provost, College Dean, and Kansas Board of Regents Chair. The replacement will bear the date the diploma was originally awarded.

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)

Check One:

Call when ready for pick up. Phone number: _____

Mail to above address

Mail to _____

Check One: Mailing within the USA (**\$12.80**)

Mailing charge outside USA (**\$60**)

Diploma only (**\$30**)

Diploma with black cover (**\$35**)

TOTAL COST: _____

Check One: Payment Enclosed Charge to Credit Card

For Office Use			
BREM	FUND	ORG	ACCT
<input type="checkbox"/>	\$12.80	D10236 101912	R80178
BREF	FUND	ORG	ACCT
<input type="checkbox"/>	\$60	D10236 101912	R80178

For Office Use			
BRDE	FUND	ORG	ACCT
<input type="checkbox"/>	\$30	D10236 101912	R80054
BRBB	FUND	ORG	ACCT
<input type="checkbox"/>	\$35	D10236 101912	R80054

STUDENT'S SIGNATURE _____ DATE _____

Please do not email credit card information. We are not allowed to use it, and our email is not secure. You may scan and email your form and driver's license to diplomas@wichita.edu and call with your credit card information at the number below.

If you prefer to order by mail, you may mail this form, your payment and a readable copy of your photo identification to:

WSU Registrar's Office, 1845 Fairmount, Wichita, KS 67260-0058
Telephone (316) 978-3055 FAX (316) 978-3795