

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. Diplomas conferred after 1999 will have up to two completed majors printed on them.

Check One:

Call when ready for pick up. Phone number: _____

Mail to above address

Mail to _____

Check One: Mailing within the USA (\$12)
 Mailing charge outside USA (\$50)

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 | D10236 | 101912 | R80178 |
| BREF | FUND | ORG | ACCT | |
| <input type="checkbox"/> | \$50 | 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 jama.challans@wichita.edu and call her with your credit card information at the number below.

If you prefer ordering 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) 978-3672 FAX (316) 978-7999