

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 _____
Phone Number

Mail to above address

Mail to _____

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

For Office Use			
BREM	FUND	ORG	ACCT
<input type="checkbox"/> \$7	D10236	101912	R80178
BREF	FUND	ORG	ACCT
<input type="checkbox"/> \$40	D10236	101912	R80178

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

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

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