

# Diploma Mailing Request

WASHBURN UNIVERSITY  
ATTN: UNIVERSITY REGISTRAR'S OFFICE  
1700 SW College Ave. MO Room 115  
Topeka, KS 66621  
Phone (785) 670-1074 Fax (785) 670-1104

## For Office Use Only:

Received Date: \_\_\_\_\_

Received By: \_\_\_\_\_

## Payment Method:

Cash \_\_\_\_\_

Credit Card \_\_\_\_\_

Check # \_\_\_\_\_ \$ \_\_\_\_\_

SOAHOLD Checked \_\_\_\_\_

Date Mailed: \_\_\_\_\_

Mailed By: \_\_\_\_\_

## ► Clearly print your name and information:

\_\_\_\_\_  
Last Name                      First                      Middle                      Any Other Name on Record

\_\_\_\_\_  
WIN Number                      Date of Birth                      Degree(s) Received/Semester and Year Received

## ► Mail my diploma to me at the address below:

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone (      ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

► Enclose: \$ 5.00 for each diploma sent within the U.S.A.\*                      Total enclosed \_\_\_\_\_

\$10.00 for each diploma mailed to a location outside of the U.S.A.\*

**\*Only ONE original diploma will be provided. Additional diplomas are \$30.00 each and must be ordered with a diploma replacement form.**

## Payment By:

\_\_ Check (check number) \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_ MasterCard \_\_ VISA \_\_ Discover/Novus: Credit Card #: \_\_\_\_\_ Exp Date \_\_\_\_\_

► Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Diplomas will be available approximately 2 months after each semester/term. Diplomas are not issued if a student has any unmet obligations to the University.  
(\Registrar\Front Counter\Registrar's Office Forms – Feb 2010)

**Mail with payment to:**  
Washburn University  
Registrar's Office  
1700 SW College Ave.  
Topeka, KS 66621

**Fax with payment to:**  
Washburn University Registrar's Office  
(785) 670-1104