

# Request for Diploma Replacement

Washburn University

Print this form, complete requested information, provide payment, and return to Washburn University at the address or fax number listed at the bottom of this form. Faxed requests must include credit card information for payment.

< **Clearly Print your name exactly as you wish it to appear on the replacement diploma.**

\_\_\_\_\_  
First Middle Last Any other names on record

\_\_\_\_\_  
Social Security Number Degree(s) Semester and Year Degree was earned

< **Mail my diploma to me at the address below:**

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

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

	quantity	total
Enclose \$30.00 for each diploma requested		
Enclose \$ 5.00 for each document mailed to a location within the U.S.A.		
Enclose \$10.00 for each document mailed to a location outside the U.S.A.		
Payment by <input type="checkbox"/> Check: (check number) _____	Total amount	

MasterCard,  Visa,  Discover/Novus: Credit Card # \_\_\_\_\_ Expiration

Date \_\_\_\_\_

< **Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Diplomas will be available approximately two months after the request is received. Diplomas are not issued if the student has financial or other unmet obligations to the University.

Mail with payment to: Office of the University Registrar  
1700 S.W. College Ave  
Topeka, KS. 66621  
Phone (785) 670-1074

Fax with credit card information to: (785) 670-1104

dipl.replace frm.web.wp8 (rev 10/05)