

Request for Diploma Replacement

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

► **Clearly print your name exactly as you wish it to appear on the replacement diploma:**

_____ Last Name (Print Clearly) _____ First _____ Middle _____

_____ Any other name(s) on record _____ Social Security or Washburn ID Number _____ Date of Birth _____

_____ Degree(s) being replaced _____ Semester/Year Degree(s) was earned _____

Pick up diploma in the University Registrar's Office Daytime Phone () _____

Mail my diploma to me at the address below: (\$5 dollar charge for mailing)

Street Address _____ City _____ State _____ Zip _____

Daytime Phone () _____ E-mail Address _____

	Quantity	Total
Enclose \$30.00 for each diploma requested		
Enclose \$5.00 for each diploma you are requesting to have mailed to a location within the U.S.A		
Enclose \$10.00 for each diploma you are requesting to have mailed to a location outside the U.S.A		
Total Amount:		

Payment by:

___ Cash: Amount _____

___ Check (check number) _____ Amount: _____

___ MasterCard ___ VISA ___ Discover/Novus:

Credit Card #: _____ Exp Date _____

► **Student Signature** _____ **Date** _____

Diplomas will be available in approximately 2 months. Diplomas are not issued if a student has any unmet obligations to the University.

Mail with payment to:
 Washburn University
 Office of the University Registrar
 1700 SW College Ave., MO 115
 Topeka, KS 66621

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

For Office Use Only:

Received Date: _____ Diploma(s) Ordered: _____

Received By/SOAHOLD Checked By: _____ Date: _____