

# Request for Law 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
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Any other name on record	SSN or WIN Number	Date of Birth
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Degree(s) being replaced	Semester/Year Degree(s) was earned
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**Pick up diploma in the University Registrar's Office** Daytime Phone (     ) \_\_\_\_\_

**Mail my diploma to me at the address below: (\$12 dollar charge for mailing)**

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

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

	Quantity	Total
Enclose \$30.00 for each diploma requested		
Enclose \$12.00 for each diploma you are requesting to have mailed to a location within the U.S.A		
Enclose \$18.00 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 \_\_\_\_\_ Security Code \_\_\_\_\_

► **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**  
**Topeka, KS 66621**

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

Registrar\Front Counter\Registrar's Office Forms

**For Office Use Only:**

Received Date: \_\_\_\_\_ Diploma(s) Ordered: \_\_\_\_\_

Received By/SOAHOLD Checked By: \_\_\_\_\_ Date: \_\_\_\_\_