# 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:

<table>
<thead>
<tr>
<th>Last Name (Print Clearly)</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

Any other name on record  
SSN or WIN Number  
Date of Birth

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

☐ Pick up diploma in the University Registrar’s Office  
☐ Mail my diploma to me at the address below: ($12 dollar charge for mailing)

Street Address________________________ City_________ State_________ Zip__________

Daytime Phone ( )________________________ E-mail Address________________

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

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Total</th>
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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

For Office Use Only:

Received Date: ________________ Diploma(s) Ordered: _______________________

Received By/SAOHOLD Checked By: ________________ Date: _______________________

Registrar\Front Counter\Registrar’s Office Forms