

Request for Diploma Replacement

WASHBURN UNIVERSITY
 ATTN: UNIVERSITY REGISTRAR'S OFFICE
 1700 SW College Ave
 Topeka, KS 66621
 Phone (785) 670-1074

► **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: (\$7 dollar charge for mailing)

Street Address _____ City _____ State _____ Zip _____

Daytime Phone () _____ E-mail Address _____

	Quantity	Total
Enclose \$30.00 for each diploma requested		
Enclose \$7.00 for each diploma you are requesting to have mailed to a location within 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

Registrar/Forms

For Office Use Only:

Received Date: _____ Diploma(s) Ordered: _____

Received By/SOAHOLD Checked By: _____ Date: _____