



Diploma Order Request Form

Complete (please print or type) and sign the form below. Please allow up to 6 weeks for processing.

Name as it appears on original diploma: _____

Student ID (or SSN): _____ Program: _____

Graduation Date: _____ Phone Number: _____

Email Address: _____

Address: _____

Each diploma ordered is \$60.00. An additional \$40.00 is added to all rush orders, with diplomas being ordered and delivered within 5-7 business days. The total charge for each rush diploma request is \$100.00. **Payment methods include check or money order only.**

Diploma Order Quantity: _____

Please confirm the reason for the diploma order:

☐ Duplicate diploma request ☐ Replacement diploma request ☐ Change of Name* (see below)

First Name

Middle Name or Initial

Last Name

***Please Note:** If you are ordering a diploma due to a change of name, you must submit a copy of the legal documentation that supports your name change with this form. Legal documentation can include the following; naturalization certificate, marriage license, divorce decree, driver's license, social security card etc. For more information, please contact registrar@westernu.edu.

Delivery Instructions

☐ I will pick up my diploma at the Registrar's Office during posted business hours (you will be notified by email to the address listed above)

☐ Please mail my diploma to the address listed above (**not deliverable to PO Box address**)

With my signature I hereby authorize the Registrar's Office to order a duplicate/replacement diploma:

Signature: _____ Date: _____

Office Use Only

Date Received: _____ Initials: _____ Date Ordered: _____ Initials: _____

Amount Received: _____ ☐ Check # _____ Amount Owed: _____