



DIPLOMA REPLACEMENT FORM

Registrar's Office Attn: Diploma
516 High Street, OM 230
Bellingham, WA 98225-9008
Phone 360-650-3432

Payment options:

- Check/Money order:** Fill in form, print, sign and attach a check or money order payable to WWU. Please do not send cash. Cost: \$45. Then mail to address listed on this form.
- Paying Online:** Fill in form, print, sign, scan the document and email to Registrar.Office@wwu.edu. We will send payment information after receiving this form.

1. Please fill in your student information

Last Name	First Name	MI	Former Name(s)
Student Number	Birth Date	Degree / Major / Year Awarded	
Current Address	City	State	Zip
Phone	E-Mail	Today's Date	

To help determine the need for notarization, please answer the following:

Are you using the diploma for the apostille process? YES NO

Are you using the diploma for a VISA application? YES NO

If yes to either question, please list country: _____

2. Please indicate below how you would like to receive your diploma replacement

I would like my diploma mailed to:

Name	Phone		
Address	City	State	Zip

I will pick up my diploma in person at the Registrar's Office (We will notify you when it is ready)

3. Please write your name as you would like it to appear on your diploma

Optional: Due to the danger of identity theft, those wishing to change their first, middle or last name on their diploma must provide clear copies of **A AND** one of B:

A	B
<input type="checkbox"/> Photo ID. Eg: Driver's License (not WWU ID Card)	<input type="checkbox"/> Social Security Card
	<input type="checkbox"/> Court Ordered Documents (marriage certificates are not acceptable because they don't show both names)

Please note that your name change will not affect your official academic records *unless you check this box.*

4. STUDENT SIGNATURE IS REQUIRED IN INK (Electronic signatures are not accepted)

Request will not be processed without signature and payment.

Number of replacements: X \$45 Payment Amount: