



# DUPLICATE DIPLOMA REQUEST

## Wheeling University

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
First Middle Last or WJU Student ID#

Other Name(s): \_\_\_\_\_ SSN: \_\_\_\_\_  
Previous/Maiden or Social Security Number

Address: \_\_\_\_\_ DOB: \_\_\_\_\_  
Street Address City State Zip Date of Birth

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Please allow 7-10 business days processing time; additional delays may occur at peak times. Duplicate Diplomas will not be released for a student that is encumbered by financial obligations to the University. Each duplicate diploma bears a fee of \$40. The Registrar's Office can only accept payments of cash, check, or money orders made out to Wheeling University. Contact the Office of the Registrar with information presented below for any further questions.

Graduation Date	Degree Earned	Major(s) <i>if applicable</i>
MM / YYYY	(ie. Bachelor of Science, etc...)	

Name as it should appear on Diploma: \_\_\_\_\_

Delivery Method
<input type="checkbox"/> Standard Mail (Send to the following address) <input type="checkbox"/> Hold for Pick-up
Deliver to
Address Line 1
Address Line 2
City State Zip

The Family Educational Rights to Privacy Act of 1974 (FERPA) prohibits the release of a student's confidential information to a third party without that student's written consent. By signing this form you are giving consent to release your diploma to the above entity and location.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office of the Registrar Use Only					
Received Date	Payment Received	<input type="checkbox"/> Cash	Amount	Business Office Clearance Date	Sent Date
		<input type="checkbox"/> Check #			

Wheeling University  
 Office of the Registrar  
 316 Washington Ave., Wheeling, WV 26003  
 Phone: (304) 243-2238 | Fax: (304) 243-2349  
 Email: registrar@wju.edu