



REPLACEMENT DIPLOMA REQUEST

Wheeling University

Name: _____ Student ID: _____
First Middle Last or WU 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. Replacement Diplomas will not be released for a student that is encumbered by financial obligations to the University. Each Domestic replacement diploma bears a fee of \$40, and each International replacement diploma bears a fee of \$80. The President's Office can only accept payments of cash, check, or money orders made payable to Wheeling University. Contact the Office of the President 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
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