

Office of the Registrar

Replacement Diploma Request Form

Name(s) while in attendance

Name as you would like it to appear on the diploma

Graduation Year

Last 4 Digits of SSN

Date of Birth (Month/Day)

E-Mail Address

Daytime Phone Number

Reason for needing a replacement diploma:

Mailing Address for the Diploma:

Signature

Date

**Scan and send this completed form via email to registrar@wittenberg.edu
OR fax it to (937) 327-7876 Attn: Office of the Registrar**

The cost for a replacement diploma is **\$25.00**. If the diploma is being mailed outside the United States, an additional mailing fee will be determined and will need your approval.

The replacement diploma will contain the current print font with landscape orientation. If available, signatures of the provost and president at the time of the graduation date will be printed on the diploma. Otherwise, the signatures of the current provost and president will be used.

After sending your completed form, please visit this website to submit your \$25.00 payment via credit card: <https://registrar.wittenberg.edu/pay/>.

Processing time is 2- 3 weeks; a rush fee of \$75 reduces processing time down to 1 week.

Office Use Only

Student ID #: _____	Degree Date: _____
Degree Type: _____	Honors: _____
Date Processed: _____	Date Shipped: _____