



WASHINGTON STATE UNIVERSITY

Replacement Diploma Form for Undergraduate, Professional & MBA Degrees

Complete this form and sign below. Please print clearly.

Today's Date _____

Surname on diploma must agree with surname on transcript. Contact the Payroll Services Office at payroll@wsu.edu if your name does not match the name on your WSU transcript. This form is intended for the reissuing of original diploma. Duplicate diplomas are available for an additional \$50.00 fee.

Name (First) _____ (Middle) _____ (Last) _____

WSU ID Number or Social Security Number (required if WSU ID # not known) _____ Birthdate (12/12/2012) _____

Degree Title _____

Graduation Date (semester & year) _____ Honors _____

What happened to original diploma:
Damaged Lost Destroyed Never Received Duplicate Diploma
Other, Please Explain: _____

Mail My Diploma To:

Street Address _____

City _____ State/Province _____ Zip Code _____

Country (if outside the U.S.) _____

Email _____ Phone Number _____

Student's signature _____ Date _____

Return this Form To:

If you check Lost or Destroyed, please return this form with a \$50.00 check or money order payable to WSU.

Office of the Registrar
P.O. Box 641035
Pullman, WA 99164-1035

NOTE: Damaged by mail diplomas do not need to be returned with this form. The \$50.00 replacement fee is required for students who graduated more than a year from the current year. Please email forms to wsu.graduations@wsu.edu, if requesting a replacement for damaged diploma.

For Office Use:

Form received _____ Payment Amount _____

Degree verified by _____

Date printed and mailed _____ Receipt # _____

Posted to spreadsheet _____ Graduation Tracking _____