

DUPLICATE DIPLOMA FORM

Student 920# or Last 4 Digits of SSN

Graduation Date

Last Name
(While Enrolled)

First

MI

Address

City

State

Zip Code

Phone Number

Email

Diploma Name (The name you prefer printed on your duplicate diploma instead of the name printed on your original.)

Please Note:

- *Western Carolina University will order a duplicate diploma for a graduate **only** if the original diploma has been **lost** or **destroyed**.
- *The duplicate diploma will reflect current administrator's signatures. In addition, the diploma will be identified as a "**duplicate**".
- *The cost of the duplicate diploma is **\$35.00**, payable by check or money order, issued to WCU or Western Carolina University.
- *Please allow **4 – 6 weeks** for processing and shipping.
- *If you graduated prior to 1999, your duplicate diploma will look different than the one you originally received as we now use a different vendor.
- *Undergraduate diplomas measure 8-1/2" X 11" and Graduate diplomas measure 11" X 14".
- *Prior to Fall 2009, majors were not printed on diplomas.

Upon completion of this form, hand deliver or mail form with payment to:

Office of the Registrar
Western Carolina University
206 Killian Annex
Cullowhee, NC 28723-9025

OFFICE USE ONLY	
Processed by: _____	<input type="checkbox"/> Money Order <input type="checkbox"/> Check # _____ Date: _____