

Washington State University Diploma Replacement

This form is intended for the reissuing of original diploma and/or certificate.
Return this completed and signed form with a \$50.00 check or money order payable to WSU.

Full Name (Name on diploma must agree with name on transcript. Contact the Payroll Services Office if your name does not match the name on your WSU transcript.)

Birthdate

WSU Student ID Number OR Social Security Number

Graduation Term & Year (Fall 2005 or May 2016)

Degree Title (ie Bachelor of Science in Physics or History BA)

Reason(s) for request:	Delivery Method	Mailing Address or Name of Authorized 3rd Party
Damaged/Destroyed	USPS	
Duplicate	I will pick up	
Never Received/Lost in mail	Authorized 3rd Party	
Name Change		

Email Address and/or Phone Number

Fee waived if:

Graduated less than 12month ago AND it was damaged by USPS OR was never Received

Enclosed:

- Check
- Money Order
- Other

Print the completed form and sign below.

Signature

Date

Mail completed form and payment to:

Attn: Graduations
PO BOX 641035
Pullman WA 99164-1035

Drop off completed form and payment to:

The Registrar's Office, Graduations
French Ad 346, Pullman WA
graduations.wsu.edu | wsu.graduations@wsu.edu

Office Use Only:

Date Received: _____ Printed & Mailed on: _____
Verified By: _____ Grad Tracking: _____
Payment Amount: \$ _____ Receipt Number: _____