



# REQUEST FOR A DUPLICATE DIPLOMA

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- \* Replacement diplomas are produced at a cost of \$40 per diploma; please make checks payable to Wheeling Jesuit University.*
- \* All replacement diplomas will read "Wheeling Jesuit University."*
- \* Diplomas will be marked (using a 6-point font at the very bottom of the page) that the document is a "replacement diploma" – standard matting/framing usually hides this from view.*
- \* Diplomas typically bear the signatures of the current University officials; in some instances, we can apply the signatures of those persons who held respective positions at the time of graduation.*
- \* Please allow up to seven business days to process this request.*

**Current Name:** \_\_\_\_\_

**Name as it should appear on diploma:** \_\_\_\_\_

**Graduation Date (month & year):** \_\_\_\_\_

**Degree Earned (ex. Bachelor of Science, etc.):** \_\_\_\_\_

**Major(s) {if applicable}:** \_\_\_\_\_

**Ship Diploma to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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