



REQUEST FOR A DUPLICATE DIPLOMA

- * 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 the respective positions at the time of graduation.*
- * Please allow up 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: _____
