



DUPLICATE DIPLOMA REQUEST

Wheeling Jesuit University

Name: _____ Student ID: _____
First Middle Last or WJU Student ID#

Other Name(s): _____ SSN: _____
Previous/Maiden or Social Security Number

Address: _____ DOB: _____
Street Address City State Zip Date of Birth

Email: _____ Phone: _____

Note: Please allow 7-10 business days processing time; additional delays may occur at peak times. Duplicate Diplomas will not be released for a student that is encumbered by financial obligations to the University. Each duplicate diploma bears a fee of \$40. The Registrar's Office can only accept payments of cash, check, or money orders made out to Wheeling Jesuit University. Contact the Office of the Registrar with information presented below for any further questions.

Graduation Date	Degree Earned	Major(s) <i>if applicable</i>
MM / YYYY	(ie. Bachelor of Science, etc...)	

Name as it should appear on Diploma: _____

Delivery Method
<input type="checkbox"/> Standard Mail (Send to the following address) <input type="checkbox"/> Hold for Pick-up
Deliver to
Address Line 1
Address Line 2
City State Zip

The Family Educational Rights to Privacy Act of 1974 (FERPA) prohibits the release of a student's confidential information to a third party without that student's written consent. By signing this form you are giving consent to release your diploma to the above entity and location.

Student Signature: _____ Date: _____

Office of the Registrar Use Only					
Received Date	Payment Received	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Amount	Business Office Clearance Date	Sent Date

Wheeling Jesuit University
 Office of the Registrar
 316 Washington Ave., Wheeling, WV 26003
 Phone: (304) 243-2238 | Fax: (304) 243-2349
 Email: registrar@wju.edu