

# Office of the Registrar

## Replacement Diploma Request Form

\_\_\_\_\_  
Name(s) while in attendance

\_\_\_\_\_  
Name as you would like it to appear on the diploma

\_\_\_\_\_  
Graduation Year

\_\_\_\_\_  
Last 4 Digits of SSN

\_\_\_\_\_  
Date of Birth (Month/Day)

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Daytime Phone Number

Reason for needing a replacement diploma:

\_\_\_\_\_

\_\_\_\_\_

Mailing Address for the Diploma:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Scan and send this completed form via email to [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu)  
OR mail form to Office of the Registrar PO box 720 Springfield, OH 45501**

The cost for a replacement diploma is **\$25.00**. If the diploma is being mailed outside the United States, depending on the cost to ship, an additional shipping fee may be required.

The replacement diploma will be on the current diploma template, with landscape orientation. If available, signatures of the provost and president at the time of the graduation date will be printed on the diploma. Otherwise, the signatures of the current provost and president will be used.

**After sending your completed form, please visit this website to submit your \$25.00 payment via credit card: <https://wittenberg.iotform.com/230476210808048>.**

**Estimated processing time is 2- 3 weeks. The rush option for \$100.00 (\$25.00 for diploma, \$75.00 for rush fee) reduces processing time to 1 week.**

### Office Use Only

Student ID #:	_____	Degree Date:	_____
Degree Type:	_____	Honors:	_____
Date Processed:	_____	Date Shipped:	_____