

# Office of the Registrar

## Replacement Diploma Request Form

Forms received without payment will not be processed. Contact [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu) with questions.

\_\_\_\_\_  
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:

By signing below, I affirm that I am the individual named above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Email completed form to [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu) & submit payment via link below  
OR mail form & payment by check to Office of the Registrar PO box 720 Springfield, OH 45501

Replacement Diploma - **\$25.00**

Replacement Diploma Cover - **\$10.00**

Rush Processing - **\$125.00** (\$100.00 + \$25.00 for diploma)

*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 printed using the current diploma template (landscape orientation). Signatures of the current provost and president will be used.

**If emailing completed form, visit this website to submit payment via credit card: <https://wittenberg.jotform.com/230476210808048>**

**Estimated processing time is 2-3 weeks. The rush processing reduces time to <1 week.**

### Office Use Only

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