Undergraduate Replacement Diploma Request

Replacement of a diploma is obtained from the Registrar’s Office. The request must be made in writing and include the following information (you may print, complete and mail this page as your request):

**PLEASE PRINT:**

Date of Completion/Graduation: ______________  Major: _______________________

Name at time of Graduation, if different: _______________________________________

Name as you wish it to appear on diploma: _______________________________________

Date of Birth: ________________________

A Replacement Diploma fee of $25.00 is required. Payment may be made by check or Money Order made out to Western Connecticut State University.

**Mail the replacement diploma to:**

NAME: ________________________________________  PHONE: ____________

STREET ADDRESS: ______________________________________________________________

CITY: _________________________________  STATE: _______  ZIP: ______________

I understand that processing this order may take 3-6 weeks upon receipt of this request.

Signature: ________________________________  DATE: ____________

Please mail your request to:

WCSU-Registrar’s Office OM102
181 White Street
Danbury, CT 06810