

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