

University Diploma Replacement Form

This form should be used by alumni who are looking to replace their lost or damaged diploma. There is a \$50.00 replacement charge. Please note that processing time for diplomas is approximately 10-12 weeks.

*Complete this form and sign below. PLEASE PRINT CLEARLY.*

**If the name you want on your diploma does not match the name on your official transcript, you must submit a copy of one of the following appropriate legal documents: marriage license/certificate, court order, divorce decree, adoption paper, passport/permanent visa, or Social Security card. (Exception: Expanding or shortening your middle name requires no documentation).**

|                               |  |          |               |
|-------------------------------|--|----------|---------------|
| Student Name                  | (First)                                      | (Middle) | (Last)        |
| Address                       |  |          |               |
| City                          | State  |          | Zip           |
| Home Phone                    | Social Security Number<br>XXX-XX-__ __ __ __ |          | Date of Birth |
| Graduation Date               | Degree Earned                                |          |               |
| Name to be printed on diploma |  |          |               |
| Student's Signature           |  |          |               |

Please return this form and a check for \$50.00 made out to WNEU to:

Western New England University  
 Student Administrative Services  
 1215 Wilbraham Road  
 Springfield MA 01119

For Office Use Only

Verified by: \_\_\_\_\_ Ordered: \_\_\_\_\_ Date Mailed: \_\_\_\_\_