

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 6 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 XXX-XX-__ __ __ __		Date of Birth
Graduation Date	Degree Earned		
Name to be printed on diploma			
Student's Signature		Email address	

Please call Enrollment Services at 413-796-2080 to pay by credit card or return this form and a check for \$50.00 made out to WNEU to:

Western New England University  
 Enrollment Services  
 1215 Wilbraham Road Springfield  
 MA 01119

For Office Use Only

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